

Regular Council Agenda

9:00 AM - Friday, April 10, 2026

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order

2. Approval of Agenda

- a) April 10, 2026

Be It Resolved That Council approves the Agenda dated April 10, 2026, as circulated.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Introduction and Reading of By-law - Zoning By-law Amendment

- a) File #Z01/26 - Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie (Norway Lake Lane) - Limited Service Rural (LSR) to Limited Service Waterfront (LSW) 11 - 12

Be It Resolved That leave be given the Mover to introduce the following By-law that has been circulated to all members of Council:

- #2026-27 To Amend Zoning By-law #55-19 to rezone a property from Limited Service Rural to Limited Service Waterfront

And That this By-law be read a first, second and third time and finally passed.

[2026-27 To Amend Zoning By-law #55-19](#)

5. Business Profile

None.

6. Presentations

- a) Joe Gallivan, Director of Planning and Development, County of Frontenac: Planning Services and 2026-2027 Work Plan 13 - 30

Be It Resolved That Council receives for information the presentation from Joe Gallivan, Director of Planning and Development, County of Frontenac entitled "Planning Services and 2026-2027 Work Plan"; and thanks him for his time spent today.

[North Frontenac 2026 - Planning Work Plan](#)

7. Delegations

None.

8. Adoption of Minutes

- a) Minutes of the Meeting(s) to be adopted by Council 31 - 43

Be It Resolved That Council adopts the Minutes as circulated of the following:

1. Regular Meeting of Council held March 20, 2026; and
2. Meeting of the Personnel and Audit Committee held March 24, 2026.

[Regular Council - 20 Mar 2026 - Minutes - Pdf](#)

[Personnel and Audit Committee - 24 Mar 2026 - Minutes - Pdf](#)

9. Business Arising Out of Minutes

None.

10. Communications

- a) Clerk's Administrative Report - Communications 'A' Section 44

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "Communications of Interest."

[Communications of Interest - Pdf](#)

- b) Communications 'B' Section - Action Items

- B1 Town of Northeastern Manitoulin and the Islands re: Request for Support - Tar and Chip Quality 45

Be It Resolved That Council receives for information the Resolution passed by the Town of Northeastern Manitoulin and the Islands regarding the utilization of chip-and-tar surface treatment on its road network;

And That the Council of the Township of North Frontenac supports the request that the Ministry of Environment reconsider its decision regarding the use of lighter grade of oil for environmental considerations, resulting in an increased number of applications required, as well as additional time, energy and financial burden placed on municipalities to resurface roads or develops a better alternative oil;

And That this resolution be provided to the Ministry of Environment; the Association of Municipalities of Ontario; the Town of Northeastern Manitoulin; and the Islands and John Jordan, MPP.

[Request for Support - Tar and Chip Quality](#)

11. Council, CAO, and Managers' Administrative Reports

- a) CAO: Building Department Support Clerk Position. 46 - 48

Be it Resolved That Council receives for Information the Chief Administrative Officer's Administrative Report entitled "Building Department Support Clerk Position";

And That Council directs the CAO to update the Township's Organization Chart, removing the full-time Building Department Support Clerk position from the Organization Chart;

And That Council directs the CAO to add a part-time Support Clerk position (22.5 hours per week) to the Organization Chart;
And That the position shall be financially allocated 90% to the Administration Department and 10% to the Building Department;
And That per the Township's Personnel Policies the CAO will advertise this position.

[Building Department Support Clerk Position. - Pdf](#)

- b) Clerk/Planning Manager: Shore Road Allowance Closure and By-law - Jarabek and Paddock 49 - 53

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance Closure and Sale By-law – Jarabek and Paddock";

And That, as required by By-law #2025-04, the following be declared as surplus and sold to the adjoining owners:

- **All That** Part of the Shore Road Allowance around Big Gull Lake, lying in front of Lot 8, South West Range, geographic Township of Clarendon, being Part 1 on Registered Plan 13R-23491 (Big Gull Lake) be declared as surplus and sold to the adjoining owners;
- **All That** Part of the Shore Road Allowance around Mississagagon Lake, lying in front of Lot 18, Concession 7, geographic Township of Barrie, being Part 1 on Registered Plan 13R-23492 be declared as surplus and sold to the adjoining owners.

An appraisal of the property is not necessary as this is a Shore Road Allowance;

And That Council instructs the Clerk to ensure the easement to Hydro One Networks Inc. is registered prior to the Transfer to the applicant;

And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell these portions of the Shore Road Allowance.

[Shore Road Allowance Closure and By-law - Jarabek and Paddock - Pdf](#)

- c) Clerk/Planning Manager: Municipal Act Section 270 Policy Update - Tree Canopy Policy 54 - 55

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Municipal Act Section 270 Policy Update - Tree Canopy and Natural Vegetation Policy";

And That Council will consider a By-law later in the meeting to adopt the Tree Canopy and Natural Vegetation Policy.

[Municipal Act Section 270 Policy Update - Tree Canopy Policy - Pdf](#)

- d) Clerk/Planning Manager: Senior of the Year Award - 2026 Nominations 56 - 57

Be It Resolved That Council receives for information the Clerk/Planning

Manager's Administrative Report entitled "Senior of the Year Award – 2026 Nominations";

And That this award gives the Municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;

And That Council nominates _____ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 15, 2026 deadline

[Senior of the Year Award - 2026 Nominations - Pdf](#)

- e) Clerk/Planning Manager: Proposed Amendments to the Sale of Land Policy 58 - 66

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Amendments to the Sale of Land Policy";

And That Council will consider a By-law later in the meeting to amend the Sale of Land Policy to incorporate policies to ensure the road allowance merges with the Applicant's property; and incorporate a housekeeping amendment;

And That Council will consider a By-law later in the meeting to amend the Delegation of Authority for Planning Approvals to include the issuance of a Certificate of Cancellation under Section 53(45) of the Planning Act be delegated to the Clerk;

And That for Applications currently in process, the Clerk shall obtain the information from the Township's solicitor on when and how the lot was created; and work with the Applicant and their Solicitor to ensure the road allowance merges with the Applicant's property.

[Proposed Amendments to the Sale of Land Policy - Pdf](#)

- f) Clerk/Planning Manager: Delegation of Authority in the Event of Restricted Powers of Council during an Election 67 - 68

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Delegation of Authority in the Event of Restricted Powers of Council during an Election";

And That Council will consider a By-law later in the meeting to delegate Council's authority to the CAO for possible restricted actions after Nomination Day in the event of restricted powers of Council during the election only.

[Delegation of Authority in the Event of Restricted Powers of Council during an Election - Pdf](#)

- g) Community Emergency Management Coordinator: Emergency Preparedness Week, May 3 - 9, 2026 69 - 72

Be It Resolved That Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 3 - 9, 2026";

And That Council is joining with the Ontario Fire Marshall and Emergency Management Ontario to remind and educate local residents

about the importance of being personally prepared;

And That Council declares May 3 - 9, 2026 as Emergency Preparedness Week;

And That Council approves the Mayor's Declaration;

And That Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's Website, Social Media and in the Frontenac News.

And That Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

And That Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's Website and Social Media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

[Emergency Preparedness Week, May 3 - 9, 2026 - Pdf](#)

- h) Manager of Community Development: Review of Social Media Accounts - North Frontenac Township 73 - 75

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Review of Social Media Accounts - North Frontenac Township";

And That Council approves the discontinuation of the Townships X (formerly Twitter) account;

And That Council approves the following Social Media Platforms/Pages: Facebook:

- Township of North Frontenac (existing)
- North Frontenac Astronomy Park (existing)
- North Frontenac Parklands (new)
- North Frontenac Fire Department (new)

Instagram:

- Visit North Frontenac (new)

And That Council directs the Chief Administrative Officer (CAO) to review and update the Social Media Standard Operating Policy (SOP).

[Review of Social Media Accounts - North Frontenac Township - Pdf](#)

- i) Manager of Community Development: Generator Purchases - Budget Considerations 76 - 77

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Generator Purchases - Budget Considerations";

And That Council approves the additional estimated \$4,175 to proceed with Generator installations at both Clar Mill and Harlowe Community Halls and directs the Treasurer to transfer this additional money from the Community Hall - Sustainable TCA Reserve Fund.

[Generator Purchases - Budget Considerations - Pdf](#)

- j) Manager of Community Development: FCC AgriSpirit Fund – Grant Opportunity – Further Enhancements to Rink/Pickleball Courts 78 - 79

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "FCC AgriSpirit Fund – Grant Opportunity – Further Enhancements to Rink/Pickleball Courts";

And That Council approves the MCD's Application to the FCC AgriSpirit Fund for 100% project funding;

And That Council directs the CAO to sign the Application for Funding and enter into a Funding Agreement with FCC AgriSpirit Fund if the Township is successful;

And That Council directs the MCD to have the Bleachers, Sound System and Accessible Outhouse purchased and installed if the Application for Funding is successful.

[FCC AgriSpirit Fund – Grant Opportunity – Further Enhancements to Rink/Pickleball Courts - Pdf](#)

- k) Manager of Community Development: Eastern Ontario Trails Alliance (EOTA) - 2026 Annual Agreement 80 - 84

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Eastern Ontario Trails Alliance (EOTA) - 2026 Annual Agreement";

And That Council will consider a By-law later in the meeting to sign the 2026 Agreement with the EOTA to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

[Eastern Ontario Trails Alliance \(EOTA\) - 2026 Annual Agreement - Pdf](#)

- l) Manager of Community Development: 2026 Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Sand Lake Beach 85 - 86

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2026 Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Sand Lake Beach";

And That Council approves the MCD's Application to the 2026 EASE Grant Application - Accessible Sand Lake Beach for 100% project funding;

And That Council directs the CAO to sign the Application for funding and to enter into a Funding Agreement with EASE Grant upon the Township's successful Application for 100% project funding;

And That Council directs the MCD to have the accessible additions installed at the Sand Lake Public Beach if the Application for Funding is successful.

[2026 Enhancing Access to Spaces for Everyone \(EASE\) Grant Application - Accessible Sand Lake Beach - Pdf](#)

- m) Manager of Community Development: 2026 Land Use Permit with the Ministry of Natural Resources (MNR) for the North Frontenac Parklands 87 - 120

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2026 Land Use Permit with the Ministry of Natural Resources (MNR) for the North Frontenac Parklands".

And That Council approves the 2026 Land Use Permit for operation of the North Frontenac Parklands.

[2026 Land Use Permit with the Ministry of Natural Resources \(MNR\) for the North Frontenac Parklands - Pdf](#)

- n) Public Works Manager: Motor Grader Purchase Update - Capital Budget Adjustment Request 121 - 122

Be It Resolved That Council receives the Public Works Manager's (PWM) Administrative Report entitled "Motor Grader Purchase Update - Capital Budget Adjustment Request";

And That Council approve an increase to the approved capital budget for the replacement of the G94 (1994 grader) to purchase an All Wheel Drive Grader with a plow and wing at a cost of \$592,850.00 plus applicable taxes;

And That Council instructs the Treasurer to transfer the additional \$53,284.16 from the Roads Sustainability TCA.

[Motor Grader Purchase Update - Capital Budget Adjustment Request - Pdf](#)

- o) Technical Service Officer: New Grant Opportunity - All Risk Municipal Grant 123 - 124

Be It Resolved That Council receives for information the Technical Services Officer's Administrative Report entitled "Grant Opportunity - All Risk Municipal Grant";

And That Council approves submitting an Application for Funding to Local Authority Services (LAS) to purchase three (3) mobile weather station cameras;

And That the Chief Administrative Officer (CAO) is authorized to sign the All Risk Municipal Grant Application for Funding and Agreement if successful;

And That Staff will update Council at a future meeting regarding the status of the All Risk Municipal Grant Application.

[New Grant Opportunity - All Risk Municipal Grant - Pdf](#)

12. External Committees/Local Boards/Task Force Notes and Reports

- a) Committee of Adjustment/Planning Advisory Committee 125 - 130

Be It Resolved That Council receives for information the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held November 24, 2025.

[November 24, 2025 - Minutes](#)

- b) Economic Development Task Force 131 - 134

Be It Resolved That Council receives for information the Notes of a Meeting of the Economic Development Task Force held March 16, 2026.

[Economic Development Task Force - 16 Mar 2026 - Minutes - Pdf](#)

- c) Environmental Task Force 135 - 142

Be It Resolved That Council receives the Notes from the Environmental Task Force dated March 31, 2026 for information;

And That Council receives the information prepared by Katie Surra, Environmental Task Force Member which was endorsed by the Task Force and encourages residents to provide comments on the proposed High-Speed Train to ALTO; Scott Reid, MP; Prime Minister Carney; and the Federal Minister of Transportation;

And That Council proclaims April 22, 2026 Earth Day and instructs the Clerk to post the Mayor's proclamation on the Township's website and social media platforms.

[Environmental Task Force - 31 Mar 2026 - Minutes - Pdf](#)

13. Giving Notice of Motion (By a Member of Council to the Clerk for Council's consideration for inclusion on the next Meeting Agenda)

14. Motions, Written Notice of which has been Given (By a Member of Council and approved by Council at a prior Meeting)

- a) Resolution #103-26 Notice of Motion - Councillor Fowler: Prioritization and Full Funding by the Province of Ontario of the Kingston Health Sciences Centre Redevelopment Project 143 - 146

Whereas the Kingston Health Sciences Centre (KHSC) is the largest acute care and cancer centre in Southeastern Ontario, serving more than 500,000 residents across a broad regional catchment area including Lennox & Addington, Frontenac, Hastings, Prince Edward County, Leeds & Grenville, and more;

And Whereas KHSC's primary hospital site Kingston General Hospital is operating in an aged, constrained facility, with critical infrastructure that no longer meets modern health-care standards for patient safety, accessibility, and clinical innovation;

And Whereas the proposed KHSC redevelopment project, including a major rebuild of KGH and the Cancer Centre of Eastern Ontario, will strengthen regional access to emergency services, surgical care, maternal and pediatric care, cancer care, and specialized programs that local hospitals rely on;

And Whereas ensuring the Province of Ontario prioritizes and funds the KHSC rebuild will provide significant benefits to all municipalities in the region, reducing service backlogs, improving patient care, and supporting equitable health-care outcomes;

And Whereas the City of Kingston, in its advocacy with the province for

the KHSC rebuild and within its capacity is helping them on land potential in the city's west end;

And Whereas a unified regional voice is essential to demonstrate to the provincial government the urgency and broad community support for investment in modern, resilient, and future-ready hospital infrastructure in Southeastern Ontario;

And Whereas the province is currently consulting Ontarians about their 2026 budget priorities and this is a time for the Township of North Frontenac to express their support to have this project included in their budget;

Therefore Be It Resolved That Council of the Township of North Frontenac supports the County of Frontenac's motion on advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project;

And That the Township of North Frontenac adds its support in advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project;

And That a copy of this motion of support be sent to the County of Frontenac; City of Kingston; the Kingston Health Science Centre; the Premier of Ontario; the Minister and the Deputy Minister of Health; the Secretary of Cabinet; the Minister of Infrastructure; and John Jordan, MPP, urging immediate advancement of the KHSC rebuild in the provincial capital plan.

[Resolution #103-26](#)

[Prioritization and Full Funding by the Province of Ontario of the Kingston Health Sciences Centre Redevelopment Project](#)

15. Council Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. 147 - 149
The Councillor may provide a verbal report for information purposes.
[Council Portfolios 2022-2026 Descriptions \(February 2026\)](#)

16. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 150 - 213

Be It Resolved That leave be given the Mover to introduce the following By-law(s) that have been circulated to all members of Council:

- #2026-20 To Close and Sell Portion of Shore Road Allowance;
- #2026-21 To Adopt a Tree Canopy and Natural Vegetation By-law;
- #2026-22 To Delegate Authority during a Restricted Authority "Lame Duck" Council Period;
- #2026-23 To Adopt a Procedural Policy for Council, Committee and Task Force Members;
- #2026-24 To Amend By-law #2024-10 To Delegate Approval of Planning Applications;
- #2026-25 To Adopt a Policy for the Sale of Land;
- #2026-26 To Enter into an Agreement with Eastern Ontario Trail Alliance;

- #2026-27 To Amend Zoning By-law #55-19;

And That these By-law(s) be read a first, second and third time and finally passed.

[2026-20 - Road Closing By-law - Jarabek, Paddock](#)

[2026-21 Tree Canopy and Natural Vegetation Policy](#)

[2026-22 Delegation of Authority during Lane Duck](#)

[2026-23 Procedural Policy for Council, Committees and Task Forces](#)

[2026-24 To Amend By-law to Delegate Approval of Planning Applications](#)

[2026-25 Policy for Sale and Disposition of Land](#)

[2026-26 To Enter into Agreement with EOTA for 2026](#)

17. Public Forum

18. Closed Session

- a) Closed Meeting of Council

Be It Resolved That Council retires to Closed Session at ____ .m. to:

- Adopt Minutes of a Meeting held March 20, 2026; and
- Discuss Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose.

19. Rise and Report (Overview of the Closed Session by the Presiding Officer)

20. Confirmatory By-law

- a) Confirming By-law #2026-28

214

Be It Resolved That By-law #2026-28, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 10, 2026 be read a first, second, and third time and finally passed.

[2026-28 Confirming By-law - April 10, 2026](#)

21. Adjournment

- a) Adjournment of the Council Meeting

Be It Resolved That Council adjourns the Meeting at ____ .m. until May 1, 2026, or at the call of the Chair.

The Corporation of the Township of North Frontenac

By-law #2026-27

Being a By-law to Amend Zoning By-law Number 55-19, as amended – Zone Change from Limited Service Rural (LSR) to Limited Service Waterfront (LSW); Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie

Whereas pursuant to the provisions of Section 34 of the Planning Act, RSO 1990, the Council of a Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

And Whereas By-Law #55-19 regulates the use of land and the location, use and erection of buildings and structures within the Township of North Frontenac;

Now Therefore the Council of The Corporation of the Township of North Frontenac enacts as follows:

1. By-Law #55-19 of The Corporation of the Township of North Frontenac, as amended, is hereby further amended as follows:
 - a. Schedule A of Zoning By-law #55-19, as amended, is hereby further amended to change the zoning of a parcel of land approximately 0.92 hectares (2.3 acres) in area, legally described as Part Lot 1 and Part Lot 2, Concession 10, Geographic Township of Barrie; from Limited Service Rural (LSR) to Limited Service Waterfront (LSW); as shown on Schedule 'A' attached to and forming part of By-Law Number 2026-27.
2. That all other provisions of By-Law #55-19 shall continue to apply.
3. That this by-law shall come into force and take effect on the date of final passing by the Council of the Township of North Frontenac, subject to the provisions of the Planning Act, R.S.O, 1990, as amended

Read a first and second time **April 10, 2026**.

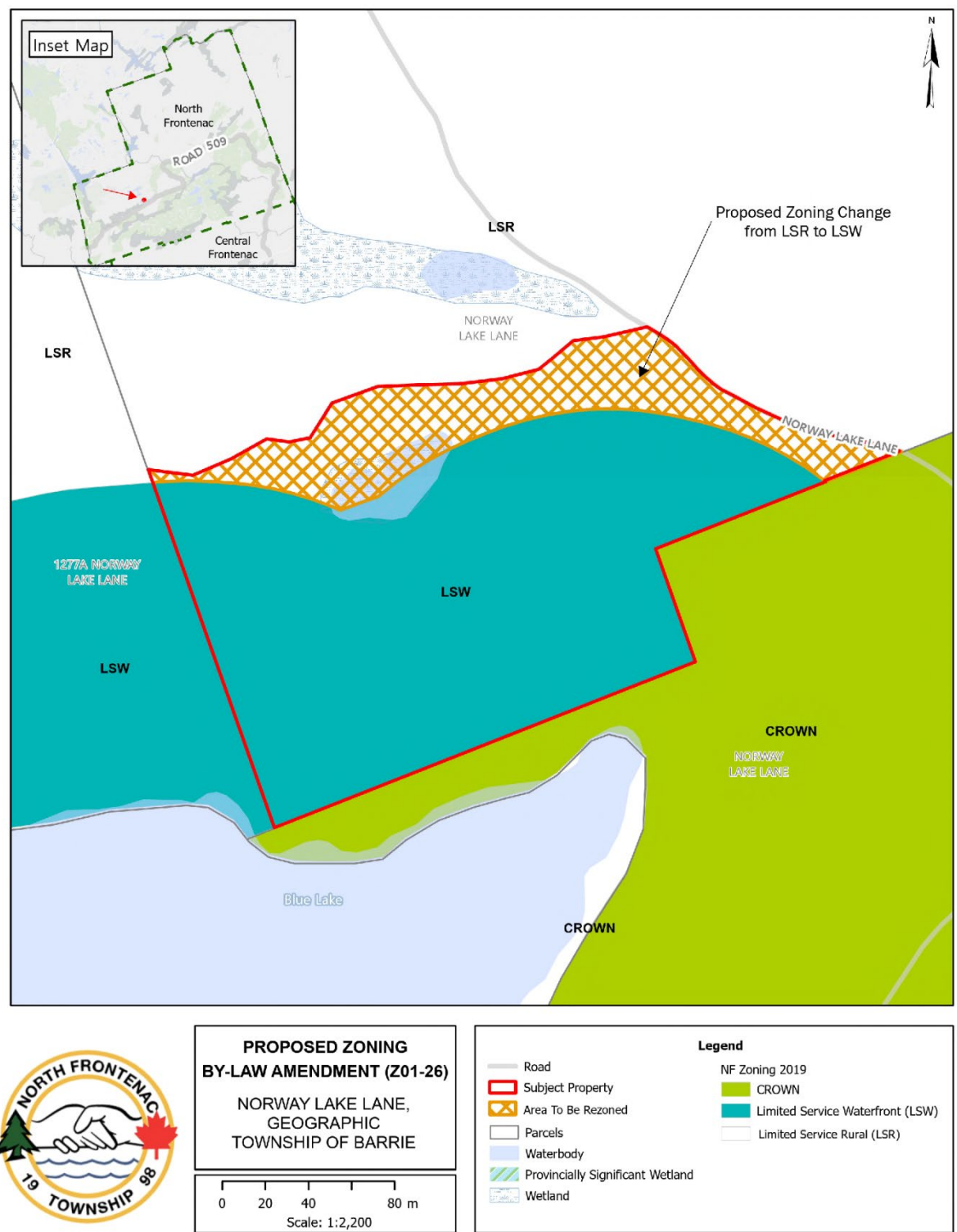
Read a third time and finally passed this **April 10, 2026**.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Township of North Frontenac

Schedule 'A' to By-Law Number 2026-27



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Planning Services and 2026-2027 Work Plan

North Frontenac Council

April 10th, 2026

Overview

- Planning Services Agreement
- Review of 2025 Planning Workload
- 2026-2027 Planning Workplan and Priorities

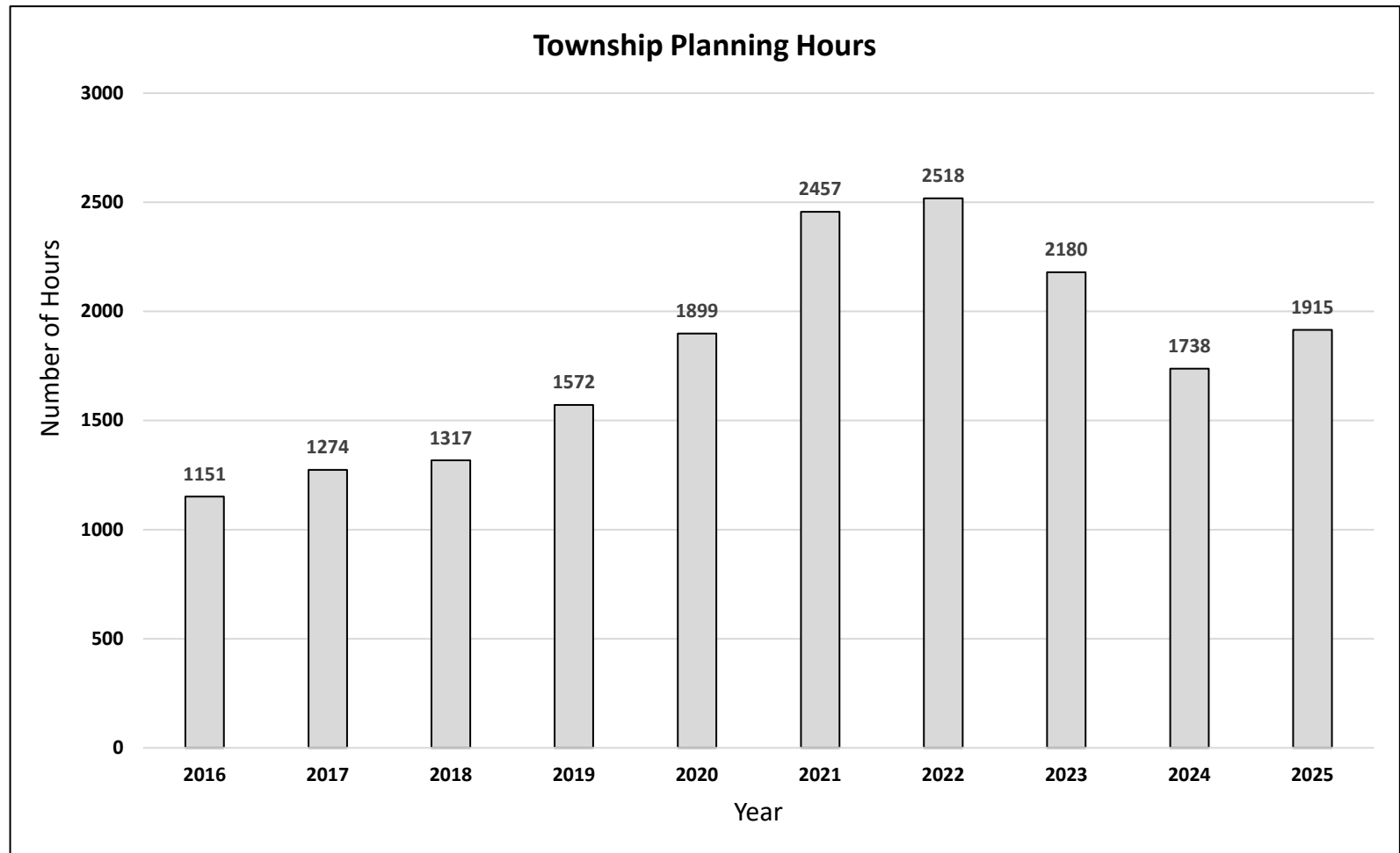
Planning Services Agreement

- Initiated 2018, signed by all four Townships and the County
- All planning hours tracked (Director, Manager, Community Planners)
- Annual billing based on 3 year “rolling average”

Total Planning Hours – 2023 to 2025

YEAR	NORTH	CENTRAL	ISLANDS	COUNTY	TOTAL
2023	634.43	1,007.22	538.02	2,632.23	4,811.90
2024	581.95	666.83	489.45	2,473.49	4,211.72
2025	755.56	874.45	285.36	3,181.23	5,096.60
Difference from 2024 (%)	23.0%	23.7%	-71.5%	22.2%	
TOTAL HOURS (2023-2025)	1,971.94	2,548.50	1,312.83	8,286.95	14,120.22
2025 SHARE	14.82%	17.16%	5.60%	62.42%	
3 YEAR SHARE (2023-2025)	13.97%	18.05%	9.30%	58.69%	
PREVIOUS 3 YEAR SHARE (2022-2024)	14.98	19.74	11.77	53.51	

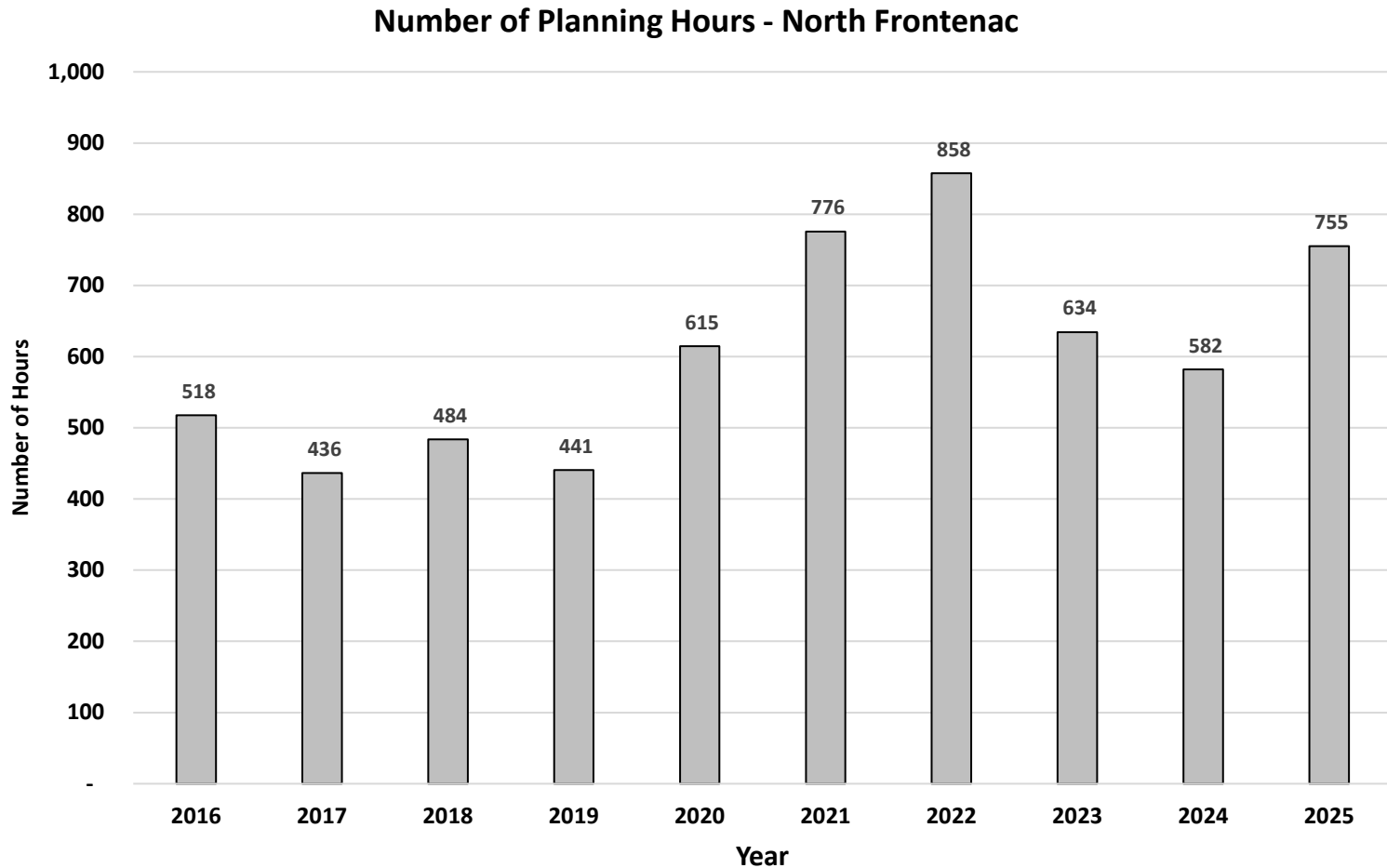
Total Township Planning Hours – 2016 to 2025



Township Planning Hours (Three Townships)

- Overall increase of 10% from 2024 to 2025 (total increase of 177 hours).
- North 23%, Central 24%, Islands -72% from 2024
- Many hours related to development planning rather than policy planning

North Frontenac Planning Hours – 2016 to 2025



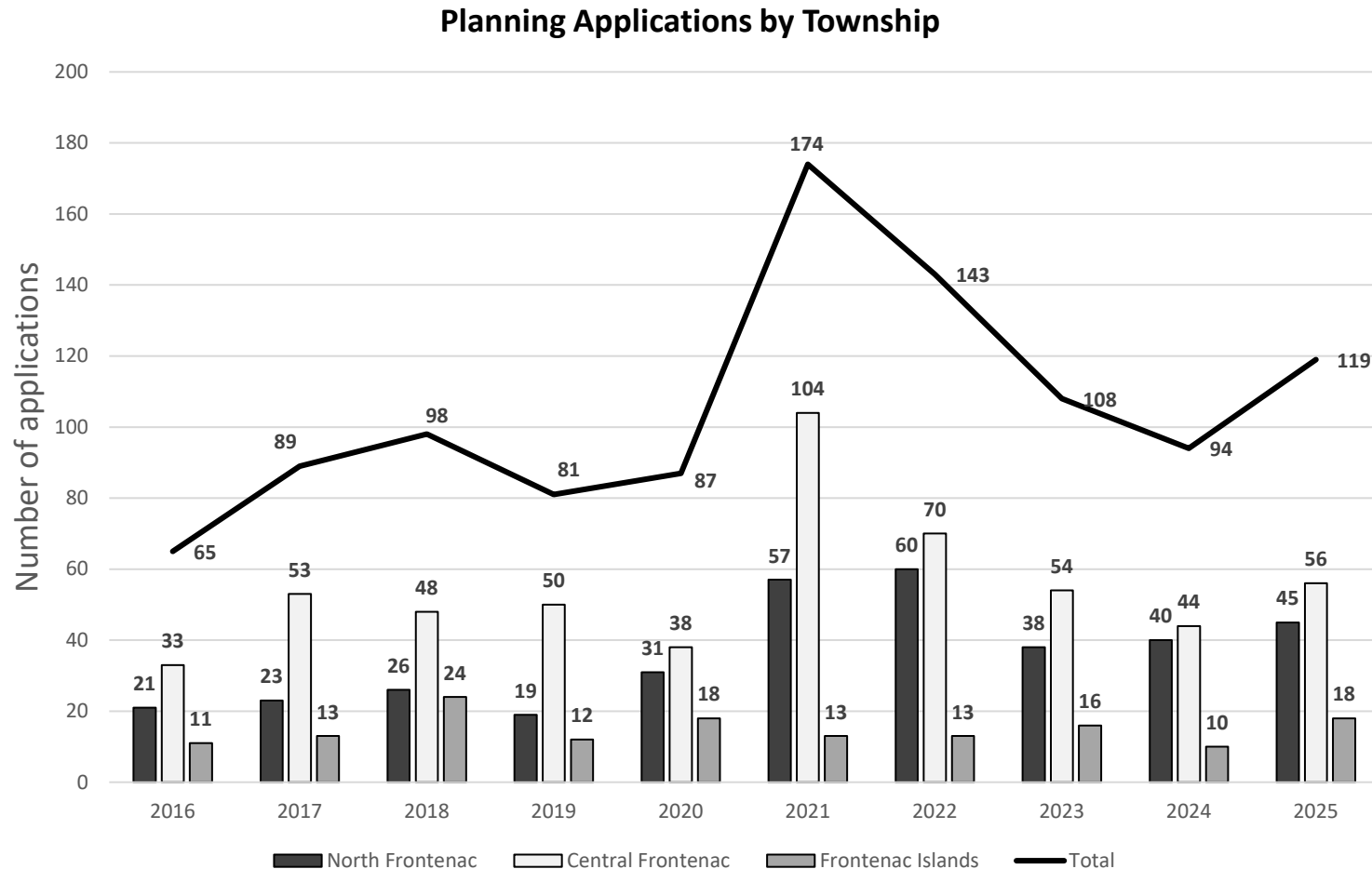
North Frontenac Planning Hours

- Overall increase of 30% from 2024 to 2025 (755 hours).
- Most hours since 2022 (858 hours).
- Slight increase in planning applications (+5) from 2024.
- Delegated authority by-law – 15 applications (33% of total) used delegated authority.
- Majority of hours related to development planning rather than policy planning

North Frontenac Planning Hours

- General development planning –92% of total hours
- 3 projects (Community Improvement Plan, communal services Official Plan Amendment, battery storage site proposal) combined for 61 hours.
- Palmerston Lake planning application – 243 hours (32% of total planning hours)

Township Planning Applications – 2016 to 2025



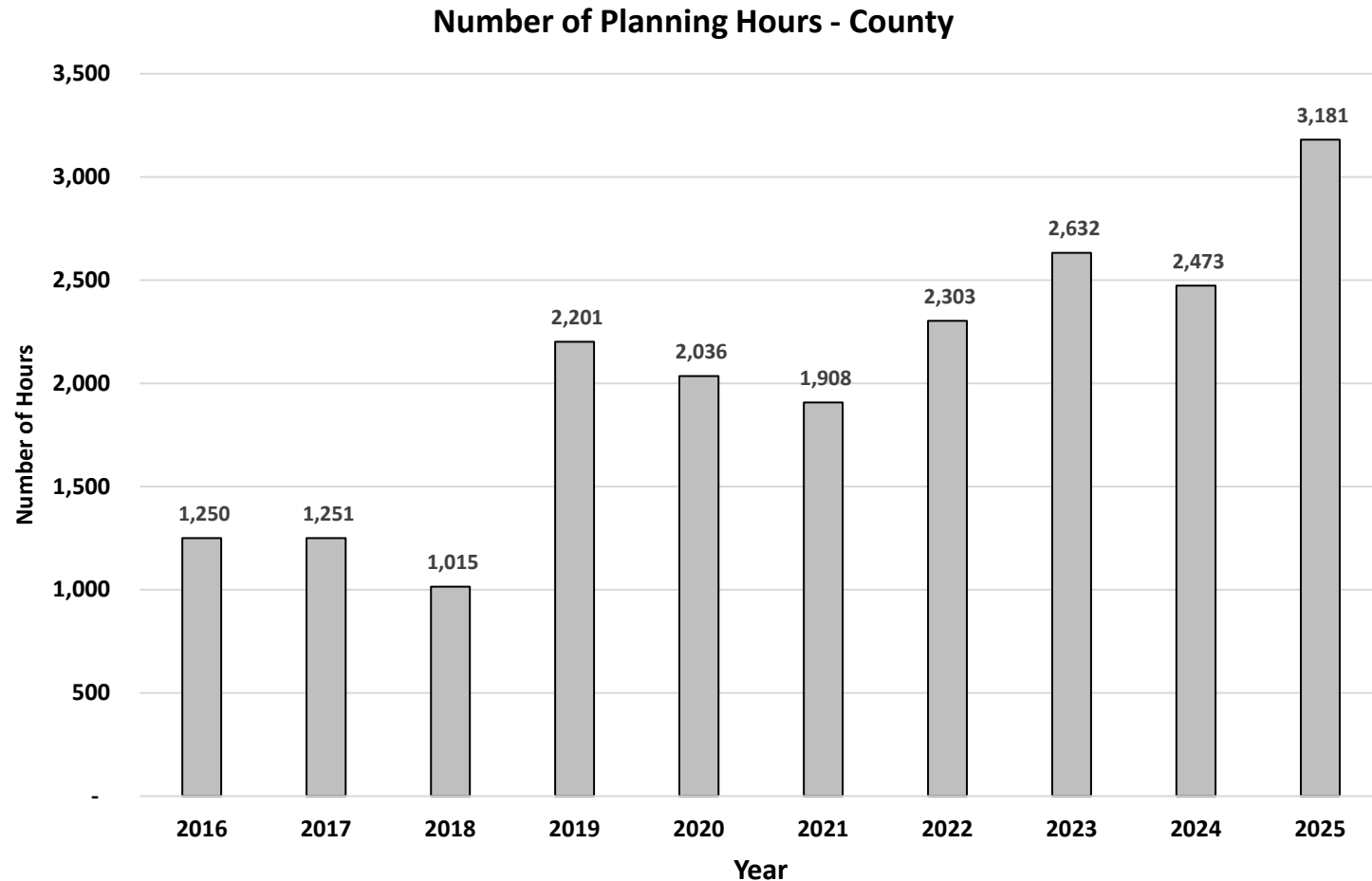
Township Planning Applications

- Total planning applications for all Townships increased from 94 to 119
- North: +5 applications between 2024 and 2025 (40 to 45)
- Central: +12 applications (44 to 56)
- Frontenac Islands: +8 applications (10 to 18)

Township Planning Applications – 2025

Applications	North Frontenac	Central Frontenac	Frontenac Islands	Total
Minor Variances & Permissions	18	20	3	41
Consents – Delegated Authority	15	25	10	50
Consents – Committee or Council	7	4	2	13
Other Planning Applications	5	7	3	15
TOTAL	45	56	18	119

County Planning Hours – 2016 to 2025



County / Regional Planning Hours

- Increase of 22% from 2024 to 2025 (2,473 to 3,181).
- Over 62% of our hours were regional planning hours.
- Major projects:
 - Community Planning Permit System project management
 - Communal Services
 - Natural Heritage Study background work
 - South Frontenac Official Plan review

2026 - 2027 Projects (Regional)

- Regional Natural Heritage Study
- Community Planning Permit System (CPPS) implementation
- Communal Services – Frontenac Municipal Service Corporation (public utility)
- County Official Plan (2016) update

(all of these projects will be relevant to North Frontenac planning)

2026 - 2027 Projects (Townships)

- North Frontenac Official Plan Review (2027)
- Marysville Zoning Amendments
- Official Plan Amendments – Communal Services
- Sharbot Lake Former School Site Redevelopment (communal services)

Intangibles

- Volume of planning applications
- Complex planning applications
- Unexpected planning issues (e.g., Provincial changes)
- Land Tribunal appeals
- Subdivision applications (communal services)

Questions ?

Regular Council Minutes

9:00 AM - Friday, March 20, 2026

Council Chambers

Present: Mayor Gerry Lichty; Deputy Mayor Roy Huetl; Councillor John Inglis; Councillor Fred Fowler; Councillor Vernon Hermer; and Councillor Mike Hage

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Tara Mieske, Clerk/Planning Manager, Dipl. M.A.; Darwyn Sproule, Public Works Manager, P. Eng.; Adam Robinson, Director of Emergency Services; Brooke Ross, Manager of Community Development (MCD); Kelly Watkins, Treasurer, Dipl. M.A., M.M; and McKenzie Millar, Technical Services Officer (TSO), C.Tech, rcji, BCIN.

1. Call to Order

The Mayor called the meeting to order at 9:00 a.m.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *March 20, 2026*

81-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council approves the Agenda dated March 20, 2026, as circulated.
Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Business Profile

a) *Cloyne Ultramar*

Note: Councillor Wayne Good entered the meeting at this time.

82-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Business Profile of Ultramar provided by the Economic Development Task Force (EDTF).

Carried

6. Presentations

- a) ***Michael Pion, Project Manager, Cambium: Annual Report - Waste Disposal Sites***

83-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the presentation from Mike Pion, Project Manager with Cambium, providing an Annual Update of the Township's Waste Disposal Sites; and thanks him for his time spent today.

Carried

- b) ***Public Works Manager: 2025 Annual Waste Management / Recycling Statistics and Year-End***

84-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "2025 Annual Waste Management / Recycling Statistics and Year-End".

Carried

Note: The TSO left the meeting at this time.

7. Delegations

None.

8. Adoption of Minutes

- a) ***Minutes of the Meeting(s) to be adopted by Council***

85-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council adopts the Minutes, as circulated, of a Meeting held February 27, 2026.

Carried

9. Business Arising Out of Minutes

- a) ***Fees and Charges By-law #2026-02 - Schedule 'A' Dog Tag Fees - Error in Tax Bill Insert***

86-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Whereas at the meeting held on January 16, 2026, Council approved the Fees and Charges By-law #2026-02, including Schedule 'A' setting out the fees for Dog Tags purchased between January 1st and March 15th;

Now Therefore Be It Resolved That Council receives for information an email dated March 9, 2026, from Kelly Watkins, Treasurer, advising a Tax Bill Insert was included with the Interim Tax Bills, which provided information regarding Dog Tag Fees and renewals; however the insert listed the incorrect fee amount for dog tags purchased between January 1st and March 15th;

And That, in consideration of residents who have already submitted their dog tag renewal payments by mail using the incorrect amount, and recognizing that the administrative cost of collecting the \$5 difference would exceed the value of the fee difference, Council approves staff accepting the \$10 dog tag renewal fee for payments received by mail until March 31, 2026;

And That staff advise residents attending the municipal office in person or contacting the office that the correct renewal fee is \$15;

And That after March 31, 2026, staff will ensure all dog tag renewal fees collected are in accordance with the Fees and Charges By-law.

Carried

- b) ***Resolution #136-25: Quinte Conservation Authority - 2025 CD3 Boat Cleaning Unit 87-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl***

Whereas at the meeting held April 25, 2025, Council passed Resolution #136-25 approving a partnership with Quinte Conservation Authority (QCA), for the rotating placement of a CD3 Wayside Solar Trailer Boat Cleaning Station at boat launches in North Frontenac;

Now Therefore Be It Resolved That Council receives for information an email dated February 20, 2026, from Lindsay Nash, Outreach and Stewardship Coordinator, QCA, providing a report detailing the usage of the CD3 Boat Cleaning Unit in 2025; and advising that QCA was unable to obtain the unit for 2026.

Carried

10. Communications

- a) ***Clerk's Administrative Report - Communications 'A' Section***
88-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "Communications of Interest."

Carried

- b) ***Communications 'B' Section - Action Items***
- B1. ***Municipality of St. Charles: Request for Support - Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario***

89-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information an email dated February 20, 2026, from the Clerk of the Municipality of St. Charles requesting support to strengthen self-defence protections and addressing rising home invasions in Ontario;

And That the Council of the Township of North Frontenac supports this initiative;

And That Council instructs the Clerk to provide this Resolution of Support to the Town of Moosonee; the Municipality of St. Charles, the Prime Minister of Canada; the Minister of Justice and Attorney General of Canada; the Premier of Ontario; the Attorney General of Ontario; The Solicitor General of Ontario; Scott Reid, MP; and John Jordan, MPP.

Carried

11. Council, CAO, and Managers' Administrative Reports

a) *Councillor Hage: Youth Entrepreneurship Initiatives, Incentive & Retention Programs*

90-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information Councillor Hage's Administrative Report entitled "Youth Entrepreneurship Initiatives, Incentive & Retention Programs";

And That Council recommends this initiative be forwarded to the Economic Development Task Force to review and investigate in more detail.

Carried

b) *Environmental Task Force: Proposed Short Term Rental Regulation*

91-26 Moved by Councillor Vernon Hermer, Seconded by Councillor John Inglis

Be It Resolved That Council receives for information the Administrative Report entitled "Proposed Short Term Rental Regulation";

And That Council instructs the Clerk/Planning Manager and the Public Works Manager to prepare a report for a future Council meeting outlining steps required to create a new Short Term Rental Bylaw, including costs and realistic time requirements;

And That such a bylaw would build on the experience and best practices of municipalities similar to North Frontenac;

And That such a bylaw would include the elements summarized in this report and described in the Appendix A, "Short Term Rentals - Recommended Bylaw Components", dated February 2026.

Carried

c) *Clerk/Planning Manager: To Assume a Portion of Buckshot Lake Road as a Highway*

92-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Clerk/Planning Manager's

Administrative Report entitled "To Assume a Portion of Buckshot Lake Road as a Highway";

And That Council accepts the offer from Jonathan Tooley to transfer the portion of Buckshot Lake Road located in Part of Lot 1, Concession 17, geographic Township of Barrie being Part 9 on Registered Plan 13R-5191;

And That Council approves paying the legal fees for the preparation of the Transfer, registering the Transfer and By-law and Law Society Fees, and miscellaneous disbursement at an estimated cost of \$1,000. All legal work completed by the Township's Solicitor for Sherriff Certificates, Mortgage Discharges, Appraisals, and any unforeseen title issues shall be covered by the property owner;

And That Council instructs the Treasurer to transfer the Township's legal costs associated with the property transfer, including preparation of the Transfer, title search and registering the By-law from the Operating Contingency Reserve;

And That Council authorizes the Mayor and Clerk to sign the Transfer for this portion of the Road Allowance and Council will consider a By-law at a future meeting to assume this portion of Buckshot Lake Road.

Carried

- d) ***Clerk/Planning Manager: Request for Township to Transfer Shore Road Allowance in exchange for a portion of Mountain Road***

93-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Request for Township to Transfer Shore Road Allowance - Tooley";

And That Council does not approve the request to transfer the shore road allowance as part of the Mountain Road being transferred to the Township;

And That if the property owners would like to acquire the shore road allowance they can apply to purchase same in accordance with the Sale of Land Policy.

Carried

- e) ***Clerk/Planning Manager: Amendments to the Procedural Policy for Members of Council, Committees and Task Forces***

94-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Amendments to the Procedural Policy for Members of Council, Committees and Task Forces";

And That Council approves the recommended amendments, with no changes:

And That Council instructs the Clerk to provide Council with the amended policy at an upcoming meeting for consideration.

Carried

- f) ***Clerk/Planning Manager: Road Allowance Closure - Lot 16, Concession 1 being Part 4 on Registered Plan 13R- 8656 - Title Issue***

95-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Road Allowance Closure - Lot 16, Concession 1 being Part 4 on Registered Plan 13R- 8656 - Title Issue";

And That Council instructs the Clerk to advise the property owner and their solicitor, Council is agreeable to passing a By-law to close, stop-up and transfer the road allowance provided the impacted property owners pay the Township's legal work to have the By-law registered and are responsible for the completion and costs of having the road allowance resurveyed and the legal work required to correct the title;

And That Council approves an exemption to By-law #2025-04, being the Sale of Land Policy in this case, due to the previous passing of the Township of Palmerston, North & South Canonto, By-law #20-89, including not requiring an application, public notice, administration fee and land costs, etc.

Carried

g) *Manager of Community Development: Plevna Rink Project – Budget Considerations*

96-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Plevna Rink Project - Budget Considerations";

And That Council select Option C regarding the project budget overage:

And That Council approves the project proceeding at the negotiated contract price, recognizing a current funding shortfall of \$129,705 and directs the Treasurer to transfer up to \$135,000 from the Canada Community-Building Fund (CCBF) to this project to address the shortfall and provide a small contingency.

Carried

h) *Public Works Manager and Clerk/Planning Manager: Mandatory Septic Inspection Proposal at Time of Transfer*

97-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives the Public Works Manager's Administrative Report entitled "Mandatory Septic Inspection Proposal at Time of Transfer";

And That Council approves Option #4 being to expand the current voluntary septic inspection program to include mandatory septic inspections for properties at the time of sale with services being provided by the Mississippi Rideau Septic System Office (MRSSO);

And That prior to implementation the Public Works Manager and Clerk shall complete further research on the following:

- proposal details from MRSSO
- costs and user fees

- duties assigned to each Department, including staffing impacts and the role of MRSSO
- implementation plan
- draft By-law provisions
- proposed exemption criteria for family members, and
- qualifications required by others to conduct alternate inspections;

And That staff will report back to Council at a future meeting.

Carried

i) *Public Works Manager: Update Regarding 2023 Tandem Mack (T23) - Insurance Claim*

98-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Update Regarding 2023 Tandem Mack (T23) - Repair Costs";

And That Council instructs the Treasurer to transfer the \$10,000 deductible from the Operating Contingency Reserve.

Carried

j) *Treasurer: Cemetery Scotia Trust Resignation as Trustee*

99-26 Moved by Councillor Vernon Hermer, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "Cemetery Scotia Trust Resignation as Trustee";

And That Council authorizes the Treasurer to transfer the funds from Scotiatrust to the Bank of Montreal Cemetery Account.

Carried

k) *Treasurer: Tax Sale – Advertising of Lands for Public Sale March 19, 2026*

100-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good

Be it Resolved That Council receives the Treasurer's Administrative Report regarding "Tax Sale – Advertising of Lands for Public Sale March 19, 2026" for information purposes.

Carried

12. External Committees/Local Boards/Task Force Notes and Reports

a) *Environmental Task Force*

101-26 Moved by Councillor Mike Hage, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Notes of a Meeting of the Environmental Task Force held February 24, 2026.

Carried

b) *Housing Advisory Task Force*

102-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the Notes of a Meeting of the Housing Advisory Task Force held March 11, 2026.

Carried

13. Giving Notice of Motion (By a Member of Council to the Clerk for Council's consideration for inclusion on the next Meeting Agenda)

a) *Notice of Motion - Fred Fowler*

103-26 Moved by Councillor Fred Fowler, Seconded by Councillor Mike Hage

Be It Resolved That Council approves the Notice of Motion from Councillor Fowler; and will discuss advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project at an upcoming meeting.

Carried

14. Motions, Written Notice of which has been Given (By a Member of Council and approved by Council at a prior Meeting)

None.

15. Council Portfolio Verbal Reports

a) *Each Council member has a portfolio for which they are responsible and provided a verbal report for information purposes.*

Note: The DESFC and MCD left the meeting at this time.

16. Introduction and Reading of By-laws

None.

17. Public Forum

The Mayor invited questions and comments from the public attending the meeting in person and virtually. These Public Comments will not form part of the Council Minutes.

18. Closed Session

a) *Closed Meeting of Council*

104-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good

Be It Resolved That Council retires to Closed Session at 11:25 a.m. to:

- a. Adopt Minutes of a Closed Meeting held February 27, 2026;
- b. To Discuss Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board, specifically the following:
 - 1. Ontario Land Tribunal File 25-000055 (Leptick - 1230D Austris Road)
 - 2. Ontario Land Tribunal File 25-001002 (Ompah Palmerston Cottage Co-operative (Hall - 1099B Lafolia Lane)

Carried

19. Rise and Report (Overview of the Closed Session by the Presiding Officer)

The Mayor advised that, during Closed Session, Council did the following:

- a. Adopted Minutes of a Closed Meeting held February 27, 2026;
- b. Discussed Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board, specifically the following:
 - 1. Ontario Land Tribunal File 25-000055 (Leptick - 1230D Austris Road)
 - 2. Ontario Land Tribunal File 25-001002 (Ompah Palmerston Cottage Co-operative (Hall - 1099B Lafolia Lane)

20. Confirmatory By-law

a) Confirming By-law #2026-19

105-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good

Be It Resolved That By-law #2026-19, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held March 20, 2026, be read a first, second, and third time and finally passed.

Carried

21. Adjournment

a) Motion to Adjourn

106-26 Moved by Councillor Mike Hage, Seconded by Councillor Wayne Good

Be It Resolved That Council adjourns the Meeting at 12:16 p.m. until April 10, 2026, or at the call of the Chair.

Carried

Mayor

Clerk

Personnel and Audit Committee Minutes

9:00 AM - Tuesday, March 24, 2026

Council Chambers

Present: Councillor John Inglis (Chair); Councillor Fred Fowler; and Councillor Vernon Hermer

Also Present: Tara Mieske, Clerk/Planning Manager, Dipl. M.A.; and Kelly Watkins, Treasurer, Dipl. M.A., M.M.

1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *Approval of Agenda*

1-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That the Committee approves the Agenda of the Personnel and Audit Committee dated March 24, 2026, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Presentations

None.

6. Delegations

None.

7. Adoption of Minutes

a) *Minutes of the Meeting(s) to be adopted by Council*

2-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That the Committee approves the Minutes of a Meeting of the Personnel and Audit Committee held September 23, 2025, as circulated and adopted by Council on October 10, 2025.

Carried

8. Business Arising Out of Minutes

None.

9. Communications

None.

10. Administrative Reports

Note: The Committee deferred the discussion on Item 10b) to invite Adam Robinson, Directory of Emergency Services/Fire Chief to the meeting.

a) *Treasurer: Statement of Revenue & Expenditures - 2026 Variance Report as of March 19, 2026*

3-26 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That the Personnel and Audit Committee receives for information the Treasurer's Administrative Report entitled "Statement of Revenue & Expenditures –2026 Variance Report as of March 12, 2026".

Carried

Note: The DESFC attended the meeting at this time.

b) *Director of Emergency Services/Fire Chief: North Frontenac Fire Department (NFFD) Roster Update*

4-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That the Personnel and Audit Committee receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "North Frontenac Fire Department (NFFD) Roster" and the current Roster dated March 24, 2026.

Carried

11. Notice of Resolution

None.

12. Resolution, Written Notice of Which has Been Given

None.

13. Public Forum

None.

14. Closed Session

None.

15. Rise and Report (Overview of the Closed Session by the Chair)

None.

16. Adjournment

a) *Adjournment of the Meeting*

5-26 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That the Personnel and Audit Committee adjourns the meeting at 9:26 a.m until June 9, 2026 or at the call of the Chair.

Carried

Mayor

Clerk

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Communications of Interest

Recommendation:

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "Communications of Interest."

A. It is recommended that the following communication of interest to the Township be received for Council's information and filed.

1. Town of Whitby re: Request for Support - Comprehensive Review of the Provincial-Municipal Fiscal Framework
2. Rideau Lakes re: Letter to Senate - Alto High Speed Rail Project (Bill C-15 Budget) Concerns
3. Mississippi Valley Conservation Authority re: Conservation Authorities Amalgamations
4. File #A05/26 - Planning Application (Minor Variance) - Highway 41 (Mills)
5. Ministry of Natural Resources re: Inspection of 2026-2027 Annual Work Schedule for Mazinaw-Lanark Forest
6. File #A04/26 - Planning Application (Request for Permission) - 1042 K&A Lane (Tomalty)
7. Eastern Ontario Wardens Caucus re: Resolution 2026-02 - The EOWC Opposes ALTO High-Speed Rail Project in its Current Form
8. File #A01/26 - Notice of Decision (Request for Permission) - 1075 Chalmers Lane (Gee)
9. Ontario Ombudsman re: End-of-Term Report
10. File #A03/26 - Notice of Decision (Request for Permission) - 1052 Ridgeway Lane (Strong)
11. Integrity Commissioner re: 2025 Annual Report
12. Eastern Ontario Wardens Caucus re: 2026 Ontario Budget Statement
13. Southeast Public Health re: Board of Health Update for March 2026
14. Town of Saugeen Shores Clerk re: Request for Support - Architectural Conservancy of Ontario Funding for Heritage Helping Housing
15. Ombudsman Ontario re: March Newsletter
16. Ryan ULC re: Ontario Property Tax Reform - Reassessment
17. Minister of Municipal Affairs and Housing re: Building Homes and Improving Transportation Infrastructure Act, 2026 (Bill 98)

B. Action Items: (to include items brought forward from Section A above by a Member of Council)

1. Town of Northeastern Manitoulin and the Islands re; Request for Support - Tar and Chip Quality



Box 608, Little Current, POP 1K0
705-368-3500

Please see below a Resolution passed by the Council of Northeastern Manitoulin and the Islands.

If your Council supports this motion please share with the appropriate Ministries and Organizations.

Thank You

Resolution No. 75-03-2026

Moved by: B. Wood

Seconded by: P. Aelick

Whereas the Town of Northeastern Manitoulin and the Islands, like many municipalities, utilizes chip-and-tar surface treatment on a significant portion of its road network; and

Whereas the Town has observed a substantial decrease in the length of time these treated roads remain in acceptable condition; and

Whereas the quality and durability of the oil used in the surface treatment appears to be a contributing factor; and

Whereas the Ministry of the Environment amended its regulations several years ago, permitting only lighter-grade oils for environmental considerations; and

Whereas the reduced durability of the lighter-grade product has resulted in more frequent resurfacing cycles and has consequently led to increasing maintenance costs;

Now therefore be it resolved that the Town of Northeastern Manitoulin and the Islands respectfully requests that the Ministry of the Environment reconsider its decision regarding the lighter grade of oil, taking into account the increased number of applications required, as well as the associated additional time, energy, and financial burden placed on municipalities or develops a better alternative oil.

And Further that this motion be forwarded to the Ministry of Environment, AMO, Good Roads, FONOM, MPP Bill Rosenburg, and all other municipalities.

Carried



To: Mayor and Members of Council
From: Corey Klatt, Chief Administrative Officer, Dipl. M.A.
Approved by:
Date of Meeting: 10 Apr 2026
Re: Building Department Support Clerk Position.

Recommendation:

Be it Resolved That Council receives for Information the Chief Administrative Officer's Administrative Report entitled "Building Department Support Clerk Position";

And That Council directs the CAO to update the Township's Organization Chart, removing the full-time Building Department Support Clerk position from the Organization Chart;

And That Council directs the CAO to add a part-time Support Clerk position (22.5 hours per week) to the Organization Chart;

And That the position shall be financially allocated 90% to the Administration Department and 10% to the Building Department;

And That per the Township's Personnel Policies the CAO will advertise this position.

Background:

In June 2023 as a result of the Township taking on Part 8 Septic Inspections in-house and at the request of the Chief Administrative Officer (CAO) Council directed the CAO (Resolution #265-23) to hire a Permit Clerk in 2024 to assist the CBO with reading septic plans, completing filing, processing septic permits and to assist with building permits when needed. This hiring took place and continues to be very beneficial for the Building Department.

At the April 4, 2025 Council Meeting Council resolved:

Resolution #126-25:

"Be it Resolved That Council directs the CAO to advertise the Building Department Support Clerk position as a one year full-time contract position to allow the CAO and Managers to assess the duties and potential changes to the position".

Prior to 2024 this position was in place for several years.

Researched By:

Corey Klatt, Chief Administrative Officer
Kelly Watkins, Treasurer/CAO Back Up.

Comments:

As mentioned above the Township hired a Permit Clerk in 2024 anticipating an increased work load as well as an opportunity for succession planning within the Building Department as a result of taking over Septic Permitting from South Frontenac Township. This has increased the work load of the Building Department for Septic Permit Inspections as anticipated; however there has been a reduced

workload for regular Building Permit inspections (permit numbers went up but smaller projects than in the past, requiring less site visits).

Moreover, the Township purchased Cloud Permit which is an on-line based permitting software for Building and Demolition Permits. This has enhanced services for the Building Department, our local residents and contractors and has assisted in providing efficiencies within the Department.

As a result of the above initiatives the Township is in a good position to provide a quality service to our residents for Septic Permit intake and inspections and Building Permit intake and inspections. Also, the Permit Clerk has begun formal legal/septic Inspection training for succession planning (it is not guaranteed that our next CBO will be qualified to complete septic inspections, as our current CBO is now).

As a result of Council's previous direction we contracted the Building Department Support Clerk position until May 29, 2026 to allow us to monitor the position throughout the past year. It has been determined that the Building Department does not require a third full-time staff at this time as the Permit Clerk position is able to manage requirements of assisting the CBO. Currently the Building Department Support Clerk position is a full-time position and is allocated 80% Building and 20% Administration via the budget for payroll purposes.

We are recommending changing the Building Department Support position from a full-time to a part-time position (37.5 hours per week to 22.5 hours per week) and that the budget allocation change to 90% Administration and 10% Building (previously 80% Building and 20% Administration as noted above).

This proposed change would provide for a reduction in hours for the Building Department but maintain the Administration duties currently assigned to the position including assistance at the front counter, backfill coverage for staff absences, telephone enquiries, providing assistance when needed for the Building Department and other administrative duties as required. If we were to consider removing the position altogether this would add duties/workload to other staff who already have full work loads assigned.

It is recommended that Council directs the CAO to change the Position title and the Role Description of the Building Department Support Clerk Position to "Support Clerk". Should this be approved the CAO will update the Role Descriptions and remove the Building Department Support Clerk and add the Support Clerk position to the Township's Organization Chart.

Financial Impact:

The Building Department is currently set up to be self-funded (to pay for itself through fees), meaning it does not affect the municipal tax rate. However, the proposed staffing allocation will shift more costs into Administration, which is funded through taxation.

For 2026 the allocation was as follows:

Full time Contract position (37.5 hours per week) (dollar amounts include salary and statutory deductions/expenses) \$63,380:

80% Building	\$50,705
20% Administration	\$12,675

NEW Part Time Support Clerk position (22.5 hours per week) (dollar amounts include salary and statutory deductions/expenses) \$38,015:

10% Building \$ 3,805

90% Administration \$34,215

With the new allocation of the salary and deductions/expenses, there will be an increase in the Administration budget of approximately \$21,540 effective 2027. Even though there is an overall net decrease of approximately \$25,365 for the proposed position.

With the proposed change effective June 1, 2026, we anticipate we will see an overbudget for Administration Salary and deductions/expenses in 2026 and underbudget in the Building Department.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Shore Road Allowance Closure and By-law - Jarabek and Paddock

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance Closure and Sale By-law – Jarabek and Paddock";

And That, as required by By-law #2025-04, the following be declared as surplus and sold to the adjoining owners:

- **All That** Part of the Shore Road Allowance around Big Gull Lake, lying in front of Lot 8, South West Range, geographic Township of Clarendon, being Part 1 on Registered Plan 13R-23491 (Big Gull Lake) be declared as surplus and sold to the adjoining owners;
- **All That** Part of the Shore Road Allowance around Mississagagon Lake, lying in front of Lot 18, Concession 7, geographic Township of Barrie, being Part 1 on Registered Plan 13R-23492 be declared as surplus and sold to the adjoining owners.

An appraisal of the property is not necessary as this is a Shore Road Allowance;

And That Council instructs the Clerk to ensure the easement to Hydro One Networks Inc. is registered prior to the Transfer to the applicant;

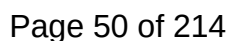
And That Council will consider a By-law later in the meeting to Stop-up, Close and Sell these portions of the Shore Road Allowance.

Background:

#2025-04 - Jarabek

An Application was submitted by Jennifer and Andrew Jarabek to purchase the Shore Road Allowance along the shore of Big Gull Lake, in front of their property described as lying in front of Lot 8, South West Range, geographic Township of Clarendon, being Part 1 on Registered Plan 13R-23491 (see location map and survey).

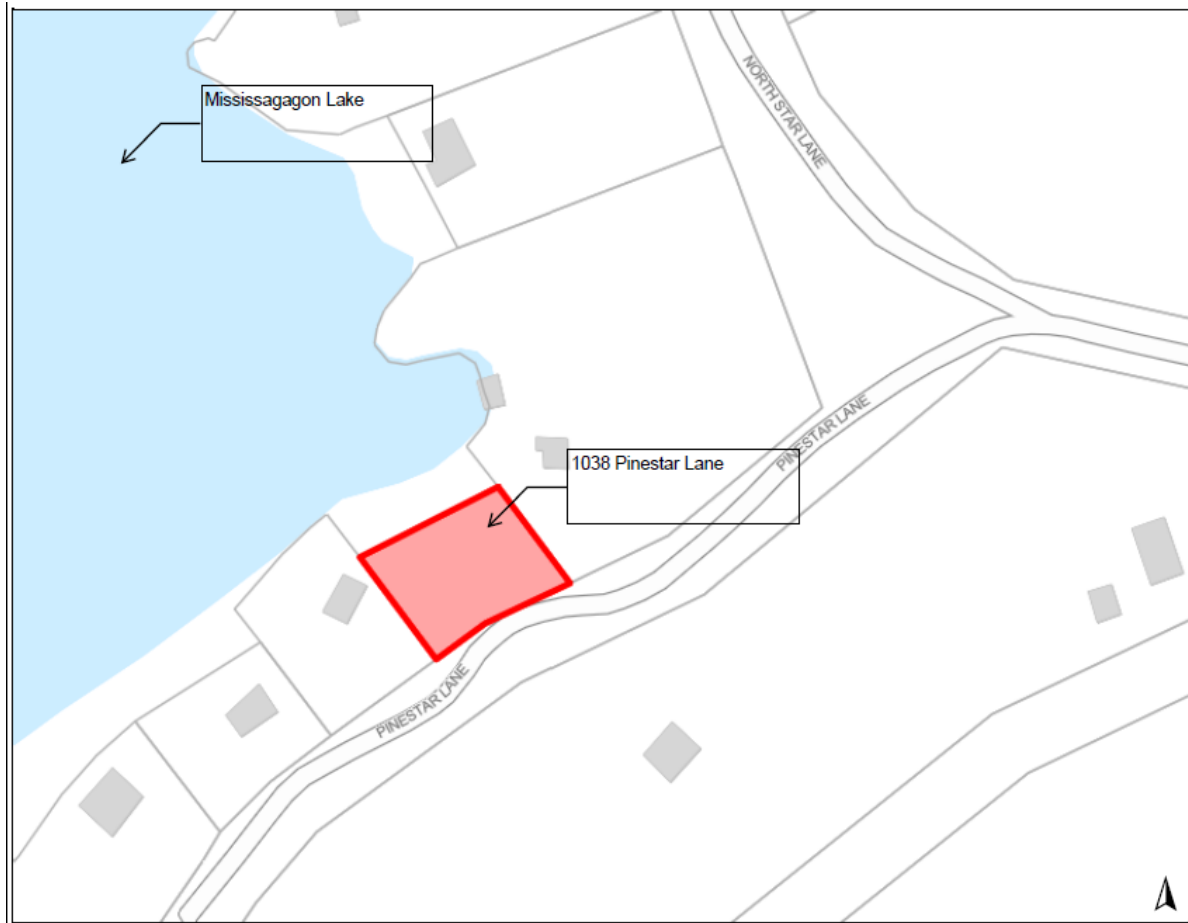
Council passed Resolution #251-25 on August 7, 2025, approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law 2025-04).

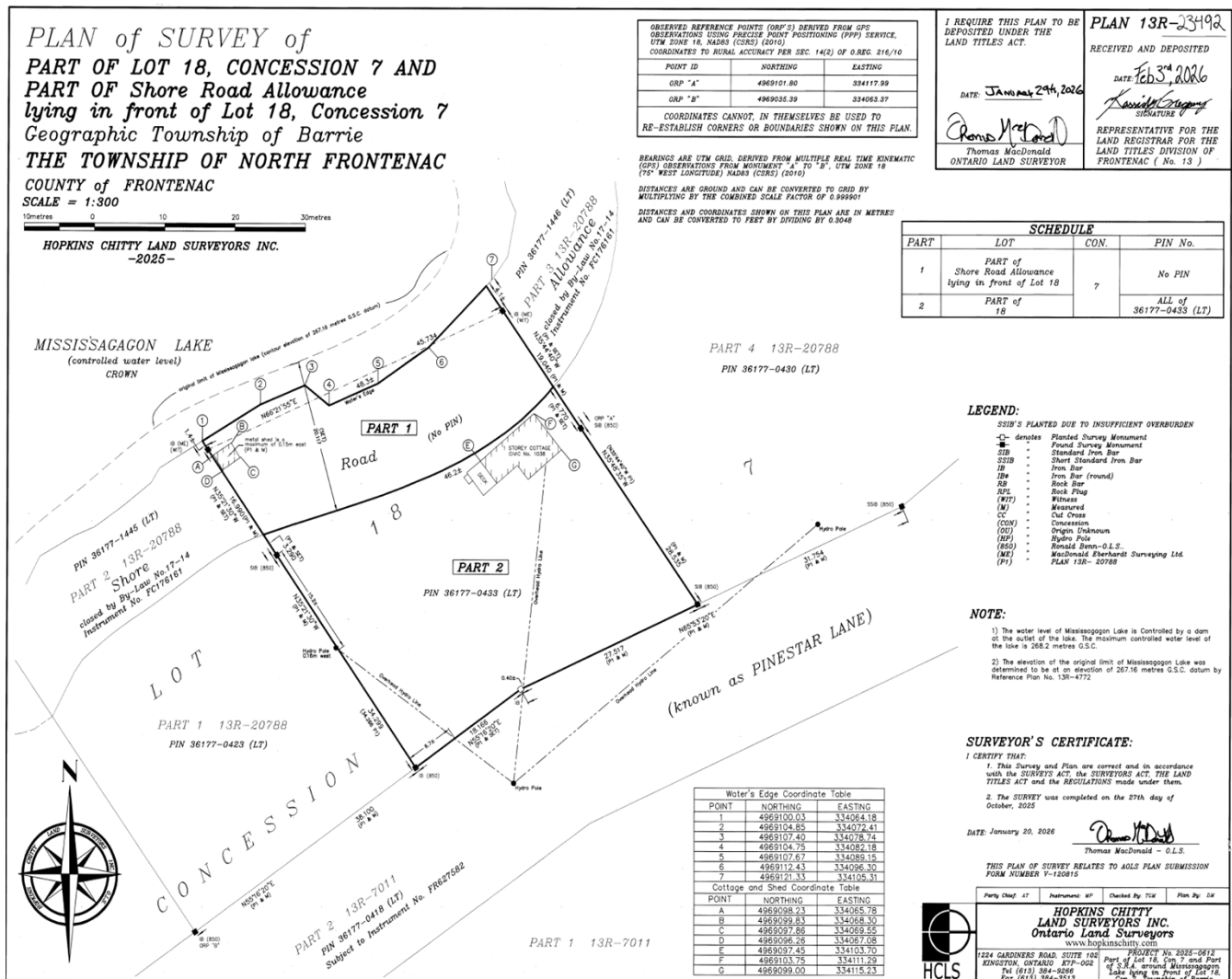


#2025-12 - Paddock

An Application was submitted by Sharon Paddock, et al to purchase the Shore Road Allowance along the shore of Mississagagon Lake, in front of their property described as lying in front of Lot 18, Concession 7, geographic Township of Barrie, being Part 1 on Registered Plan 13R-23492 (see location map and survey).

Council passed Resolution #328-25 on October 10, 2025, approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law 2025-04).





Researched By:

Tara Mieske, Clerk/Planning Manager
 Marnie Geerlinks, Administrative Assistant

Comments:

#2025-04 - Jarabek

On April 1, 2026 the Township received an email from Hydro One Networks Inc. stating that they require an easement over either Part 1 on Plan 13R-23491 or the portion where their structures are located.

Financial Impact:

As per Fees and Charges By-law #2025-24, the administrative fee of \$1,200 plus \$156.00 HST for a total of \$1,356.00 was collected from the Applicants at the time of submitting the application.

The Township will receive Land Costs for the sale of the Shore Road Allowances in accordance with the Fees and Charges By-law #2025-24.

Strategic Implications:

None.

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Approved by: Corey Klatt, Chief Administrative Officer

Date of Meeting: 10 Apr 2026

Re: Municipal Act Section 270 Policy Update - Tree Canopy Policy

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Municipal Act Section 270 Policy Update - Tree Canopy and Natural Vegetation Policy";

And That Council will consider a By-law later in the meeting to adopt the Tree Canopy and Natural Vegetation Policy.

Background:

Section 270 of the Municipal Act, 2001 (the "Act") requires that all municipalities adopt and maintain several specific policies which provide a basis for decision-making to support clear and consistent implementation processes.

Per the Municipal Act, the Township adopted policies for the following:

Policy	Number and Date By-law Passed
1. Sale and other disposition of land	#2025-04 January 31, 2025
2. Hiring of employees	#76-13 September 3, 2013 (amended)
2.1 The relationship between members of council and the officers and employees of the municipality.	#19-19 March 1, 2019
3. Procurement of goods and services	#100-19 December 13, 2019
4. The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given	#2024-06 January 12, 2024
5. The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public	#5-16 January 18, 2016
6. The delegation of its powers and duties	#06-16 January 18, 2026
7. The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality	None.

8. Pregnancy leaves and parental leaves of members of council

[#17-19](#) March 1, 2019

Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

The [proposed policy](#) will ensure compliance with Section 270(1) of the Municipal Act, requiring municipalities to adopt a policy which sets out the manner in which it will protect and enhance the tree canopy and natural vegetation in the municipality. The policy will demonstrate the Township's commitment to protecting and preserving natural habitat areas by recognizing the significant nature and diversity of our ecosystems.

Financial Impact:

None at this time.

To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Senior of the Year Award - 2026 Nominations

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2026 Nominations";

And That this award gives the Municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;

And That Council nominates _____ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 15, 2026 deadline

Background:

The Minister of Seniors and Accessibility invites the Township to submit a nomination for the Senior of the Year Award on an annual basis. This award is given by the Municipality, through nomination, and resolution, to recognize an outstanding senior who, after the age of sixty-five (65), enriches the social cultural or civic life of the community.

The Township of North Frontenac has been honoring seniors in our community since 2013. Previous Award recipients were:

- 2025 - Betty Hunter
- 2024 - Harriet Riddell
- 2023 – Marily Seitz
- 2022 – Brenda Martin
- 2019, 2020 and 2021 – No Nominees
- 2018 – Terry Good
- 2017 – Barbara Sproule
- 2016 – Eileen Flieler
- 2015 – No Nominee
- 2014 – Marie White
- 2013 – Edith Beaulieu

Researched By:

Tara Mieske, Clerk/Planning Manager

Comments:

Senior of the Year Award

Nominations are now open for the 2026 senior of the Year Award and will close on April 15, 2026.

Council is to consider those in our community who would fall into this category (see eligibility requirements below) and provide nominations to the Clerk. The Clerk's Department will submit an Application to the Minister of Seniors and Accessibility on behalf of Council. Upon receiving the submission, the Minister of Seniors and Accessibility will contact us regarding our submission and provide a certificate by email. The Certificate is to be presented to the nominated individual at a Public Meeting of Council.

Eligibility requirements for the nominees are as follows:

- Must be at least 65 years of age;
- Must be a resident of Ontario;
- Must be a living person who has made their community a better place to live;
- Must be nominated by a Municipality in Ontario.

You cannot nominate:

- yourself;
- someone who has passed away;
- elected federal, provincial, municipal representatives or political appointees.

It is recommended the award be presented during the month of June being Seniors month.

There are a number of recognition programs offered by the Province and these can be found at the following link: [Honours and awards | ontario.ca](https://honoursandawards.ontario.ca). If Council would like to consider nominations to the applicable awards, it is suggested these be brought forward for consideration by Council.

Financial Impact:

There is no cost to submit a nomination. There is usually refreshments provided at this meeting with an approximate cost of \$100 dollars. Also, the Township provides flowers and/or a gift basket to the recipient with an approximate cost of \$30 dollars which is included in the Sundry Budget.

Strategic Implications:

Vibrant and Inclusive Community



To: Mayor and Members of Council
From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Proposed Amendments to the Sale of Land Policy

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Amendments to the Sale of Land Policy";

And That Council will consider a By-law later in the meeting to amend the Sale of Land Policy to incorporate policies to ensure the road allowance merges with the Applicant's property; and incorporate a housekeeping amendment;

And That Council will consider a By-law later in the meeting to amend the Delegation of Authority for Planning Approvals to include the issuance of a Certificate of Cancellation under Section 53(45) of the Planning Act be delegated to the Clerk;

And That for Applications currently in process, the Clerk shall obtain the information from the Township's solicitor on when and how the lot was created; and work with the Applicant and their Solicitor to ensure the road allowance merges with the Applicant's property.

Background:

Council adopted [By-law #2025-04](#) being the Sale of Land Policy on January 31, 2025 which includes the policies for the sale of road allowances.

On March 4, 2026, David Munday, Solicitor, Cunningham Swan provided a letter advising there had been changes at the Land Registry Office that may affect the Township's process for disposing of road allowances or shore road allowances to abutting or upland property owners (Attachment #1). A concern with the road allowance being conveyed to a private property owner is ensuring the property owner's existing lands merge with the subject road allowance so a separately conveyable undersized lot is not inadvertently created. It is also important that the process does not create a second assessment roll which would result in the property owner receiving two tax bills.

Currently, in order to ensure the road allowance property could not be sold separately from the abutting property owner, the Township requires the property owner to enter into an agreement with the municipality which is registered on title to the affected lands. The agreement states that notwithstanding Section 50(3) or 50(5) of the Planning Act, as a condition of acquiring the property, the landowner agrees the two parcels will be dealt with as a single parcel of land. This agreement also serves to provide notice to future owners or mortgagees.

The changes at the Land Registry Office no longer allow the Township to register a document or agreement on title unless there is a legislative provision expressly permitting the registration of an agreement on title cited. However, there isn't any legislative provision in this case. The solicitor provided a summary of options to ensure the parcels merge (see Attachment #1).

Researched By:

Tara Mieske, Clerk/Planning Manager

Comments:

Determining Property Owner's Lot Creation Method

In order to determine how the applicant's property was originally created a title search would need to be completed by either the applicant or Township's lawyer.

The Township can either request the applicant provide a letter from their solicitor advising when and how the applicant's property was originally created to be submitted as part of the Road Closing application; or the Township solicitor can complete the title search.

As there are potential impacts on the applicant's property rights, it is recommended the title search be completed by the applicant's solicitor to determine how the property was created and advise if a cancellation of consent or deeming by-law will be required to ensure the subject parcel merges with the road allowance. It will be the responsibility of the applicant's solicitor to explain the process to merge the road allowance with the subject property and any impacts to the applicant, including an inadvertent merging of abutting lands.

The proposed amendment to the Sale of Land Policy is noted below in Table 1.

Severance before March 31, 1979

Merger on title is automatic (provided title is held in the same name) for the following:

- lots created through severance before March 31, 1979;
- lots that pre-date the Planning Act;
- lots created directly by the Province, that are not lots on a Plan of Subdivision

There is no additional requirements recommended for these properties.

Severance after March 31, 1979

The applicant will be required to submit an application for a Certificate of Cancellation under Section 53(45) of the Planning Act stipulating Section 53(45) no longer applies for lots created through severance after March 31, 1979.

When a property is created by consent the property owner never needs another consent to deal with the identical parcel of land. As a matter of law, it is a separately conveyable parcel forever (once a consent always a consent). This means the applicant's original parcel could be transferred separately from the road allowance. If the original consent is cancelled through a Certificate of Cancellation, the parcel is considered no longer to have been conveyed with a consent and Section 50(12) no longer applies to the parcel. It causes the parcel to merge with any abutting lands that the owner owns.

This is a relatively new section of the Planning Act and came into effect on January 1, 2022. The Township has not had any requests for a Certificate of Cancellation to date. The information required to process a request includes the following:

- a letter requesting the cancellation of consent;
- information about the title of the property;
- why the cancellation certificate is being sought (known in this case);
- evidence of the certificate to be cancelled including the legal description of the property;
- and the draft certificate.

The benefit of a consent belongs to the owner. If the owner wants to give up that benefit to allow the merger with abutting lands, that is their right.

A cancellation certificate is administrative in nature and does not require public notice, consultation, planning review or conditions. Under the Planning Act, authority to grant a cancellation certificate is delegated to committees of adjustment and land divisions committees who grant consents, and can issue certificates of cancellation. As per [By-law #2024-10](#), Council delegated the authority to grant undisputed consents to the Clerk. Due to the administrative nature of these requests, it is recommended the By-law be amended to include the issuance of a Certificate of Cancellation be delegated to the Clerk. The amended Delegation of Authority By-law has been provided to Council for their consideration.

The proposed amendment to the Sale of Land Policy is noted below in Table 1.

Plan of Subdivision - Deeming By-law or Part Lot Control

If a subdivision plan has been registered 8 years or more, a deeming by-law under subsection 50(4) of the Planning Act would be required, deeming the lot on the plan not to be a lot on a registered plan of subdivision for the purposes of subsection 50(3).

The configuration of a lot on a plan of subdivision cannot be altered. A deeming by-law deems areas of land to longer be part of a registered plan of subdivision. This allows certain lots or parts of lots to be reconfigured. In this case to allow the lot to merge with the road allowance.

If the plan is less than 8 years, part lot control by-law would be required. The Township does not have any Plans of Subdivision that have been registered less than 8 years ago.

The proposed amendment to the Sale of Land Policy is noted below in the Table 1.

Consolidate Property Identification Numbers (PINS)

It is recommended for all road allowance applications, the process include an agreement or covenant the property owner be required to register an application consolidating the PINs within a reasonable period of time following completion (i.e. 90 days).

It is recommended the Sale of Land Policy section b) Application be amended to require the applicant to sign an Agreement to have their Solicitor register the Application to Consolidate PINs within 90 days of the Transfer being registered. Also, Section 6 h) Process to Ensure Consolidation of Applicant's Property and Road Allowance be added to include the requirement for an Application to Consolidate PINs be registered and Section 6 i) (6j in Draft By-law) Deed and Consolidating Documents be amended to incorporate the requirements with respect to the Application to Consolidate PINs.

Housekeeping Amendment

Applicants have experienced a few circumstances where they have been unable to proceed with the surveying or transfer of the road allowance which is beyond their control. Some examples include:

- a portion of Crown land is located between the applicant's property and the shore road allowance

- the Crown transfer has exceeded the time limit
- the survey is being disputed/reviewed by the Land Registry Office resulting in a delay of the registration of the survey

It is recommended some discretion be provided for these extenuating circumstances.

The proposed amendment to the Sale of Land Policy is noted below in \Table 1.

Applications Currently in Process

The Township currently has approximately 20 applications which are in process. These applications are at various stages. It is recommended for these applications, the Clerk request the Township's solicitor provide details on how and when the property was created. It is recommended these costs be taken from the Administration Fee provided at the time of application. Once this information is obtained, the Clerk will work with the Applicants and their solicitors to have the required documents prepared and registered to ensure the road allowance will merge with the Applicant's property. If a Deeming By-law is required, the By-law will be provided to Council for their consideration. It is recommended that no applications or fees be required to complete these road allowance applications.

Table 1: Amendments to Sale of Land Policy

Current Section and Wording	Proposed Wording
Section 6.a.viii. Applications which have been Approved in Principle will be closed if inactive for a period of two (2) years from the date of the passing of Council's Resolution.	Applications which have been Approved in Principle will be closed if inactive for a period of two (2) years from the date of the passing of Council's Resolution. In extenuating circumstances beyond the control of the Applicant, the two (2) years may be extended at the discretion of the Clerk.
Section 6.a.x. Applications where the By-law has been passed will be closed if inactive for a period of two (2) years from the date of passing of the By-law.	Applications where the By-law has been passed will be closed if inactive for a period of two (2) years from the date of passing of the By-law. In extenuating circumstances beyond the control of the Applicant, the two (2) years may be extended at the discretion of the Clerk.
Section 6.b) Application i. The property owner(s) shall complete the appropriate Application depending on the type of road wishing to be closed and purchased; and submit the Application to the Clerk's Department.	The property owner(s) shall complete the appropriate Application depending on the type of road being requested to be closed and purchased; and submit the Application to the Clerk's Department. The Application shall include an Agreement that the property owner shall have their Solicitor register an application to consolidate Property Identification Numbers within 90 days of the Transfer being registered. The Clerk has authority to sign the Agreement on behalf of the Township.
New Section	6. b) Application ii. The property owner(s) shall provide a letter from their lawyer advising when and how the applicant's property was originally created. This information will determine if additional processes will be required to consolidate the property owner(s) property with the road allowance.
New Section	

	6.h) Process to Ensure Consolidation of Applicant's Property and Road Allowance i. If the Applicant's property was created by severance after March 31, 1979, the Applicant's solicitor shall provide to the Clerk the required information and the cancellation certificate for the Clerk to be able to evaluate the process. It is the Applicant's responsibility to ensure they understand any implications of the Cancellation Certificate being registered. ii. If the Applicant's property was created by Plan of Subdivision, the Applicant's solicitor shall provide a letter to the Clerk requesting a Deeming By-law including the required information to support the proposal, to be considered by Council to deem the Applicant's property to no longer be part of the registered plan of subdivision. The letter shall provide all information required to draft the By-law. It is the Applicant's responsibility to ensure they understand any implications of the Deeming By-law being registered. iii. An application to consolidate Property Identification Numbers shall be registered within 90 days of the Transfer being registered.
New Section	Section 6.i) Council Approval and Adoption of By-law iv. If a Deeming By-law is required under Section h) ii., the Deeming By-law will be provided to Council at the time the road closing by-law is being considered.
New Section	Section 6.j) Deed and Consolidation Documents i. The Applicant's Solicitor will be responsible for preparing and registering the Cancellation Certificate or registering the Deeming By-law, if applicable. The registered Cancellation Certificate or Deeming By-law shall be provided to the Clerk prior to the Transfer being signed by the Township.
Section 6.i. Deed and Consolidating Documents i. The Clerk will prepare a Consolidation Agreement to ensure the Road Allowance merges with the Applicant's lands. Once the Agreement is signed by the Township's signing authorities it will be provided to the Applicant's Solicitor to be signed by the Applicant along with the registered By-law and Property Identification Number.	Section 6.j) Deed and Consolidation Documents: ii. The Registered By-law and Property Identification Number will be provided to the Applicant's solicitor.

Section 6.i) Deed and Consolidating Documents ii. The Applicant's Solicitor will be responsible for preparing the Transfer, having the Applicant sign the Consolidation Agreement and registering the Transfer and Agreement.	Section 6.j)Deed and Consolidating Documents iii. The Applicant's Solicitor will be responsible for preparing the Transfer and registering the Transfer.
New Section	Section 6.j.iv. The Applicant's Solicitor will be responsible for preparing and registering an Application to Consolidate Parcels to consolidate the Applicant's property with the road allowance.

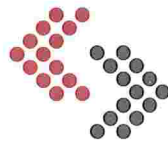
Financial Impact:

If a property owner requests a Certificate of Cancellation or Deeming By-law, per the Fees and Charges By-law, the fee for a Certificate of Cancellation is \$350 and for a Deeming By-law is \$400 plus legal fees to register the By-law.

In the proposed amendments the majority of the work is to be completed by the Applicant's solicitor at the Applicant's cost. Additional work for Township staff to sign a Certificate of Cancellation or prepare a Deeming By-law in relation to a Road Closing Application is anticipated to be minimal, staff are not recommending a fee increase at this time. If it is determined the current application fees are not sufficient to cover the Township's costs, Township staff will prepare a recommendation to Council to increase the costs or implement a fee for a Certificate of Cancellation and/or Deeming By-law in relation to a Road Closing Application.

Attachments:

[Attachment #1](#)



Cunningham Swan

LAWYERS

• EST 1894 •

David C. Munday
Professional Corporation
Direct Line: 613.546.8091
E-mail: dmunday@cswan.com

SOLICITOR-CLIENT PRIVILEGED

March 4, 2026

Sent via email only to clerkplanning@northfrontenac.ca

Township of North Frontenac
6648 Road 509
Plevna, Ontario
K0H 2M0

Attention: Tara Mieske
Clerk/Planning Manager

Dear Ms. Mieske:

**RE: Merger/Consolidation of Closed RDAL/Shoreline RoDAL with Abutting Lands
Our File No. 12707-606**

Per our conversation late last year, this letter is being sent as a notification/summary of recent changes at the Land Registry Office ("LRO") that may affect your municipality's process for disposing of surplus lands in certain circumstances. More specifically, those situations in which a municipality has determined to stop up, close and convey a portion of a Road Allowance ("RDAL") or Shoreline Road Allowance ("SRA") to the abutting or upland property owner.

Generally, one of the concerns in those situations is that the lands being conveyed to a private property owner are successfully merged with the property owner's existing lands in order to ensure that an undersized, yet separately conveyable parcel (i.e. the piece of former RDAL or SRA) is not inadvertently created.

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

The circumstances in which this was an issue were typically where it was unknown if the abutting property had previously been created by Consent (severance) or was a lot on a Plan of Subdivision but registering a deeming by-law or part-lot control by-law was not feasible. A secondary concern that arose was to ensure that a second assessment roll number for the RDAL/SRA lands was not created and property owners did not receive two (2) tax bills for what was to be a single property.

In the past, the mechanism for ensuring that this inadvertent potential lot creation did not occur was to require the landowner acquiring the RDAL/SRA to enter a separate agreement with the municipality to be registered on title to the affected lands. That agreement stated that, notwithstanding section 50(3) or 50(5) of the Planning Act, as a condition of acquiring the property, the landowner agreed on behalf of themselves, their successors and assigns that the two (2) parcels would only ever be dealt with as a single parcel of land (a “Section 50 Agreement”). The Section 50 Agreement was then registered on title and any future owners or mortgagees of the property would have formal notice that the former RDAL/SRA was amalgamated with the original property, regardless of any indicia to the contrary.

Recently, the LRO has changed its position on when or in what circumstances a party (including a municipality) may register a document or agreement on title to property and that a legislative provision expressly permitting the registration of an agreement on title must be cited (i.e. the agreement being put forth for registration must relate to an interest in land or be expressly permitted under legislation). If an applicant has also sought a minor variance under s.45 of the Planning Act, or consent under s.50 for an additional reason (e.g. creation of an easement or right-of-way) the Agreement to treat the properties as a single property may still be registered, citing the provision of the Planning Act that allows registration of a Development Agreement in those circumstances (45(9.2)/53(12)) and nothing need change from your usual/current practice, save that the provision of the Planning Act need be referenced in the recitals to the Agreement.

However, what this means is that in the absence of a corresponding/complementary Planning Act application, for many (likely most) situations involving the acquisition of RDAL/SRA lands, the ability to register a Section 50 Agreement is no longer available.

Our recommendation on general steps in the process and how to minimize risk in the most common land disposition scenarios is set out below.

1. For all municipal land disposition scenarios where the intention is that the lands being transacted are to be an ‘addition’ of some sort to an existing landholding, the municipality needs to satisfy itself as to the status of the property and/or how the property owner’s parcel was originally created, whether by severance under the Planning Act after March 31, 1979, if it is a lot on a Plan, if the parcel predates subdivision control and so on.
2. Similarly, in all scenarios, it is recommended that part of the application process include an agreement or covenant by the applicant property owner to register an application consolidating the PINs (Property Identification Numbers) within a reasonable period of time following completion (e.g. 90 days).

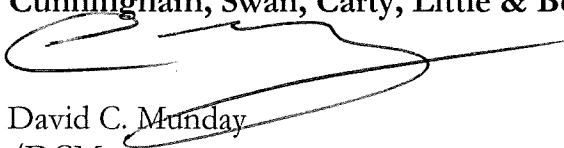
3. For those properties that were not created by severance post March 31, 1979 or are not lots on a Registered Plan of Subdivision, merger in title is automatic provided title is held in the same manner and all that is required is an Application to Consolidate the PINs following the completion of the Transfer. This would include parcels of land that predate the Planning Act, lots on a Registrar's Compiled Plan (RCP), summer resort lots created directly by the province, and the like.
4. For those properties that were created by severance after March 31, 1979, we recommend that the municipality require the applicant property owner to simultaneously apply for a Certificate of Cancellation under s. 53(45) of the Planning Act, stipulating that s. 50(12) of the Planning Act no longer applies to the original parcel of land in question.
5. For those properties that constitute the whole of a lot on a Registered Plan of Subdivision, it depends upon whether the Plan of Subdivision has been registered for eight (8) years or more. If yes, we recommend the municipality require the applicant property owner to simultaneously apply to council to pass a (partial) deeming by-law under s.50(4) of the Planning Act, deeming their lot on the Plan not to be a lot on a registered plan of subdivision for the purposes of subsection 50(3) of the Planning Act. If the Plan of Subdivision has been registered for less than eight (8) years, the advice is the same, however it would be a part lot control by-law under subsection 50(7) of the Planning Act, with a schedule indicating which property/parts be treated as a single parcel for purposes of the Planning Act.

In all circumstances where you are considering the disposition/sale of municipal lands as an addition to a property owner's existing landholding, as part of the land disposition process, we recommend that more investigation be undertaken at the outset (or require the interested property owner to do so and provide satisfactory evidence to the municipality) prior to finalizing the sale/transfer of land in question to determine how you will proceed.

We trust the foregoing is of assistance, however if you have any questions or wish to discuss, please do not hesitate to contact us.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



David C. Munday
/DCM:

[12707.606]

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Approved by: Corey Klatt, Chief Administrative Officer

Date of Meeting: 10 Apr 2026

Re: Delegation of Authority in the Event of Restricted Powers of Council during an Election

Recommendation:

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Delegation of Authority in the Event of Restricted Powers of Council during an Election";

And That Council will consider a By-law later in the meeting to delegate Council's authority to the CAO for possible restricted actions after Nomination Day in the event of restricted powers of Council during the election only.

Background:

Under Section 275 of the Municipal Act, 2001, S.O. 2001, certain actions of Council may be restricted in advance of or following a municipal election. The period in which Councils may be restricted is often referred to as the "lame duck" period. The Municipal Act provides that certain actions of a Council become restricted on the first day that it can be determined that the new Council will have less than three quarters of the members of the outgoing Council.

This can be determined at two different dates:

1. After nomination day but before voting day (August 21 to October 26, 2026), the determination shall be based on the nominations to the new Council that have been certified and any acclamations made to the new Council.
2. Once the results of the election are declared after Voting Day (October 26, 2026), the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

In the first period, a "lame duck" period is triggered if less than 75 percent of Council chooses to seek re-election. In the case of the North Frontenac, this would occur if two or more of the seven person Council choose not to run for the 2026-2030 term.

In the second period, a "lame duck" period is triggered if less than 75 percent of the current Council is re-elected. In the case of North Frontenac, this would occur if less than six members of the current Council are re-elected.

If it has been determined that the acts of Council may be restricted, the Council cannot take the following actions, per Section 275(3):

1. The appointment or removal from office of any officer of the municipality.
2. The hiring or dismissal of any employee of the municipality.
3. The disposal of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
4. Making any expenditures or incurring any other liability which exceeds \$50,000

It should be noted that items 3 and 4 do not apply if the disposition or liability was included in the most recent Budget and adopted by Council before Nomination Day in the year of the election (August 21, 2026).

As per Section 275 (6), nothing in this section prevents any person or body exercising any authority of the municipality that is delegated to the person or body prior to Nomination Day (August 21, 2026).

Section 275 does not provide authority to delegate. Delegations must be made under an authority to delegate, such as section 23.1 of the *Municipal Act, 2001*.

Impact of Strong Mayor Powers

In a strong mayor municipality, certain powers and/or duties of the council are assigned to the head of council. As such, any powers or duties of council that are assigned to the head of council are subject to the restricted act provisions in the *Municipal Act, 2001* or the *City of Toronto Act, 2006*.

Researched By:

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments:

The intention of the restrictions is to prevent a “lame duck” Council from taking steps that would burden the new Council. There is no intent to impede the day to day municipal operations that do not require approval of Council. In the event of a “lame duck” scenario, Council can delegate its powers and duties.

To ensure continuity of business, it is recommended Council delegate these restricted acts to the Chief Administrative Officer (CAO) as noted in the **draft By-law**. If Council delegates their authority as noted in the draft By-law the accountability and transparency of the CAO’s actions shall be to Council.

Financial Impact:

None.

To: Mayor and Members of Council
From: Adam Robinson, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Emergency Preparedness Week, May 3 - 9, 2026

Recommendation:

Be It Resolved That Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 3 - 9, 2026";

And That Council is joining with the Ontario Fire Marshall and Emergency Management Ontario to remind and educate local residents about the importance of being personally prepared;

And That Council declares May 3 - 9, 2026 as Emergency Preparedness Week;

And That Council approves the Mayor's Declaration;

And That Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's Website, Social Media and in the Frontenac News.

And That Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

And That Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's Website and Social Media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Background:

Emergency Preparedness Week (EP Week) is an annual event that takes place each year during the first full week of May and is an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

Annually, the CEMC provides Council with an Administrative Report in April regarding Emergency Preparedness Week for information purposes with a Mayoral Declaration (Attachment #1) for consideration, to be posted on the Township's Website and Social Media and included in the Frontenac News.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, requires Municipalities to develop and implement an Emergency Management Program and Council of the Municipality shall adopt this program by By-Law. The program shall provide public education on the risks to public safety and on public preparedness for emergencies. North Frontenac adopted an Emergency Management Program on December 3, 2018, By-Law #104-18.

The North Frontenac Emergency Management Program Committee annually, joins forces with the Federal Government, and the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared.

Researched By:

Adam Robinson, Community Emergency Management Coordinator (CEMC)

Comments:

This year the week of May 3 -9, 2026, will be recognized as EP Week.

This year's program will educate and promote public awareness during EP Week, through Social Media, the Township's Website and the Frontenac News. Each day during the 2026 EP Week (Monday – Friday) the CEMC will post a different Public Service bulletin on the Township's Social Media and Website giving residents safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Emergencies in our area such as floods, wildfires, wind events, heat events and other hazards can strike at any moment leaving us without life sustaining essentials such as drinking water, food, light, heat and shelter. It's critically important to be prepared before such events occur. The Canadian government recommends having an emergency kit on hand with enough supplies to last at least 72 hours.

There are many 72 hour personal emergency kits available to the public, which meet Canadian government recommendations for emergency preparedness. In the event of an emergency you can grab it and go, knowing you have the necessary supplies to survive until help arrives.

The CEMC would like to campaign during EP Week 2026 to encourage residents of North Frontenac Township to be prepared for a disaster. The CEMC has designed a quiz that is proposed to be launched on May 3, 2026 and run until May 9, 2026 and all submissions will be entered into a draw to win a 2 Person 72 Hour Emergency Survival Kit.



Financial Impact:

Funds to come from Protection and Emergency Services Budget – Emergency Plan.

- Mayor's Declaration to be inserted in the Frontenac News - estimated cost of advertisement \$170.00
- 2 Person 72 Hour Emergency Survival Kit \$190.00

Total Costs: Approximately \$360

Attachments:

[2026 EP Week - Mayoral Declaration](#)



Mayor's Declaration for Emergency Preparedness Week 2026
"Be Prepared. Know Your Risks."

It's time for Emergency Preparedness Week, from May 3 - 9, 2026. North Frontenac Emergency Management Program Committee is joining forces with the Ontario Fire Marshal and Emergency Management Ontario to remind residents of the importance of having an emergency plan and a survival kit and building on the fundamentals of emergency preparedness.

The focus of this year's Provincial Emergency Preparedness (EP) Week campaign is "*Be Prepared. Know Your Risks.*"

Therefore, I Gerry Lichty, Mayor of the Township of North Frontenac do hereby declare May 3-9, 2026, as Emergency Preparedness Week throughout the Township, and I urge all the people of North Frontenac to prepare an emergency plan and an emergency survival kit for their home and to support the efforts of North Frontenac's Emergency Management Program Committee during Emergency Preparedness Week 2026.



To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Adam Robinson, Director of Emergency Management / Fire Chief
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Review of Social Media Accounts - North Frontenac Township

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Review of Social Media Accounts - North Frontenac Township";

And That Council approves the discontinuation of the Townships X (formerly Twitter) account;

And That Council approves the following Social Media Platforms/Pages:

Facebook:

- Township of North Frontenac (existing)
- North Frontenac Astronomy Park (existing)
- North Frontenac Parklands (new)
- North Frontenac Fire Department (new)

Instagram:

- Visit North Frontenac (new)

And That Council directs the Chief Administrative Officer (CAO) to review and update the Social Media Standard Operating Policy (SOP).

Background:

The Township adopted a Communications Plan via By-law #42-16 on May 20, 2016, which permits the Township to use Social Media as a form of communications.

The Township adopted a Social Media Standard Operating Policy (SOP) on June 9, 2017, where Council approved appropriate staff (as determined by the Chief Administrative Officer (CAO)) to use Facebook and Twitter as a new communication tool for our Municipality.

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development
Adam Robinson, Director of Emergency Services/Fire Chief
Alyssa Borger, Community/Economic Development Student

Comments:

Currently the Township continues to use Facebook and X (formerly Twitter) for communications with the following pages:

- Facebook - "Township of North Frontenac"
- Facebook - "North Frontenac Astronomy Park"
- X - "North Frontenac"

Over the past decade, municipalities have increasingly used social media platforms – particularly Facebook, Instagram and X (formerly Twitter) – to share updates, emergency alerts and service information. Among Ontario municipalities, 68% use these platforms to communicate quickly, effectively and build transparency with their communities. Instagram, in particular, is emerging as a key platform for promoting community engagement, tourism and civic pride through its strong visual and interactive features.

Building on current communication practices, it is recommended that the Township update and have a more focused social media strategy to better align with community engagement goals, tourism promotion, and service delivery.

While Facebook and X (formerly Twitter) have historically been key communication tools, trends indicate a shift toward platforms that offer stronger visual storytelling and interactive engagement.

As part of this transition, it is recommended that the Township discontinue its presence on X (formerly Twitter), recognizing declining engagement and limited return compared to other platforms.

Resources will instead be redirected toward strengthening Facebook and expanding into Instagram to reach a broader and more diverse audience.

It is recommended that the Township maintain and develop the following official social media pages:

Facebook:

- **Township of North Frontenac** - continue same page as a central hub for official municipal communications, council updates, public notices, road closures, service changes, emergency alerts, time-sensitive information, etc.
- **North Frontenac Astronomy Park** - continue same page as a means to promote the Astronomy Park, share event announcements, educational information about the sky, attract visitors, support local tourism, etc.
- **North Frontenac Parklands** - new page to highlight and promote North Frontenac Parklands, there is an un-official "Friends of North Frontenac Parklands" page created by a member of the public, this new page would be available for campers and visitors to follow for official parklands updates, camping tips and tricks, activities to do while your visiting here, campsite closures, road closures/construction, weather alerts, and would also provide another means of communications for campers contacting staff on weekends, etc.
- **North Frontenac Fire Department** - Create a new page to utilize social media as a communication tool to support local emergency operations, public education, and community engagement. Social media platforms enable the Department to provide timely and accurate information during emergencies, including road closures, fire bans, and significant incidents, while also serving as a key channel for public safety messaging related to fire prevention, seasonal hazards, and emerging risks. In a rural and volunteer-based service, social media further supports recruitment and retention efforts by promoting department activities and fostering community interest in volunteer firefighting. Additionally, it enhances transparency and public trust by sharing operational updates and departmental initiatives, while also allowing the Department to address misinformation during incidents.

Instagram:

- **Visit North Frontenac** - new page focused on tourism, branding, showcases visuals of landscapes, events and local experiences, engages audiences through reels, stories and interactive content, typically will attract younger demographics and travelers and aimed to strengthen the Township's identity as a tourist destination.

This revised approach will allow the Township to better showcase its natural assets, promote tourism, share community updates, and highlight municipal services through more engaging and visually driven content.

Overall, this strategy reflects a modernized, streamlined, and intentional use of social media, ensuring that the Township remains accessible, transparent, and connected with residents and visitors.

Financial Impact:

None.

Strategic Implications:

Vibrant and Inclusive Community

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Generator Purchases - Budget Considerations

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Generator Purchases - Budget Considerations";
And That Council approves the additional estimated \$4,175 to proceed with Generator installations at both Clar Mill and Harlowe Community Halls and directs the Treasurer to transfer this additional money from the Community Hall - Sustainable TCA Reserve Fund.

Background:

As part of the approved 2026 Capital Budget, funding in the amount of \$16,000 per facility was allocated for the procurement and installation of backup generators at:

- Clar Mill Hall
- Harlowe Hall

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development

Comments:

Township Staff requested three (3) quotations for both facilities and they all exceeded the originally approved budget amounts.

The increases are attributed to inflation, since receiving pricing for budgeting.

The results are as follows:

- **Clar Mill Hall**
 - Approved Budget: \$16,000
 - Lowest Quote: \$18,143.80 (including non-recoverable HST)
 - **Budget Shortfall:** \$2,143.80
- **Harlowe Hall**
 - Approved Budget: \$16,000
 - Lowest Quote: \$18,030.85 (including non-recoverable HST)
 - **Budget Shortfall:** \$2,030.85

The total additional funding required to proceed with both projects is **\$4,174.65**.

Financial Impact:

The total additional funding required is:

- Clar Mill Hall: \$2,143.80
- Harlowe Hall: \$2,030.85
- **Total Increase Required: \$4,174.65**

It is recommended that the additional \$4,175 be funding from the Community Hall - Sustainable TCA Reserve Fund with an estimated year end balance per the 2026 Budget of \$691,910.

Strategic Implications:

Sustainable Core Services > Continue to invest in municipal infrastructure.

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: FCC AgriSpirit Fund – Grant Opportunity – Further Enhancements to Rink/Pickleball Courts

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "FCC AgriSpirit Fund – Grant Opportunity – Further Enhancements to Rink/Pickleball Courts";

And That Council approves the MCD's Application to the FCC AgriSpirit Fund for 100% project funding;

And That Council directs the CAO to sign the Application for Funding and enter into a Funding Agreement with FCC AgriSpirit Fund if the Township is successful;

And That Council directs the MCD to have the Bleachers, Sound System and Accessible Outhouse purchased and installed if the Application for Funding is successful.

Background:

The FCC AgriSpirit Fund supports projects in communities of less than 50,000 people. Eligible applicants can apply for up to \$10,000 to \$25,000.

The Application period is April 15 - May 15, 2026.

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development

Comments:

As Council is aware, the Outdoor Rink/Pickleball Courts in Plevna are currently undergoing an extensive re-build. The FCC AgriSpirit Fund provides a good opportunity to apply for funding to potentially further enhance the new recreational space.

Although sports teams or sports equipment purchases are not eligible, it is proposed that we apply to install bleachers, an accessible outhouse and a sound system.

Financial Impact:

Bleachers - \$4,000 + tax

Gravel for bleachers - \$2,000 + tax

Outdoor Sound System - \$3,800 + tax

Accessible Outhouse - \$5,000 + tax

Accessible Pathway to Outhouse - \$3,000 + tax

Total Grant Application \$17,800 + tax

Strategic Implications:

Vibrant and Inclusive Community

Continue to Invest in Municipal Infrastructure

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Eastern Ontario Trails Alliance (EOTA) - 2026 Annual Agreement

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Eastern Ontario Trails Alliance (EOTA) - 2026 Annual Agreement";

And That Council will consider a By-law later in the meeting to sign the 2026 Agreement with the EOTA to honour their trail permit on the Crown Roads within the North Frontenac Parklands.

Background:

In 2009 the Township of North Frontenac entered into an annual Agreement with the Eastern Ontario Trails Alliance (EOTA). The purpose of the Agreement was to honor the EOTA's Trail Permit on the Crown Roads within the North Frontenac Parklands currently maintained by the Township via a yearly Land Use Permit with the Ministry Natural Resources (MNR).

The EOTA requires all riders who purchase one of their Trail Permits to sign a Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement and the Township also ensures those purchasing a Road Permit for use of the Crown Roads within the North Frontenac Parklands agree to Terms of Use (ie, Township not liable for injury, death, damage, loss, etc.).

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development

Comments:

The partnership between the Township and the EOTA continues to be beneficial for both the Parklands and the EOTA. We meet ATV and dirt bike riders on the Crown Roads within the Parklands on a regular basis who have the EOTA permit.

The EOTA's Mission is to develop, manage, maintain and market a comprehensive network of year-round shared use trails for their health, economic, tourism and job creation benefits. The EOTA trail network is a regional tourism destination that supports local communities within its service area and their network targets a diverse group of outdoor recreation activities. Furthermore; the EOTA partners with many of the municipalities surrounding North Frontenac.

It is recommended the Township of North Frontenac renews the annual Agreement with the EOTA for the 2026 season (April 1st to November 15th).

Financial Impact:

Since 2009 the Township of North Frontenac has received \$81,588.16 in contributions from the EOTA for the Parklands.

Additionally, in 2022, 2023, 2024 and 2025 the EOTA paid contractor invoices for Parklands work in the amount of \$98,940.31 + HST (not shown as an addition to their financial contribution, as they paid the company directly).

Furthermore; the EOTA has agreed to contribute \$10,000 worth of road maintenance to the program in 2026 (paid directly to contractor hired by Parklands).

Attachments:

[2026 Agreement with EOTA - ACC](#)



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
<https://www.northfrontenac.com>

This Agreement is made the 10th Day of April, 2026

Between:

The Corporation of the Township of North Frontenac

hereinafter called the "Township"
OF THE FIRST PART

and –

Eastern Ontario Trails Alliance

hereinafter called the "EOTA"
OF THE SECOND PART

Whereas the Township, through its Crown Land Stewardship Program offers for sale Road Permits for use of specified Crown Roads in North Frontenac, in accordance with a Land Use Permit (LUP) with the Ministry Natural Resources (MNR);

And Whereas the Township agrees to honour the EOTA's Trail Pass for use of these Crown Roads throughout the 2026 season;

And Whereas the EOTA agrees to provide the Township a 2026 contribution of \$10,000 (paid directly to contractor);

And Whereas the EOTA agrees that no signage will be permitted to be installed on the Crown Roads within the North Frontenac Parklands in 2026;

And Whereas the EOTA agrees to provide the Township with proof of insurance and all other required documentation;

Now this Agreement witnesseth that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Township shall honour the EOTA's 2026 Trail Pass for use of the Crown Roads within the North Frontenac Parklands, as reflected in the Township's 2026 LUP with the MNR, throughout the 2026 season.
2. The term of this Agreement shall be from April 1, 2026 – November 15, 2026.
3. The EOTA covenants and agrees with the Township that it shall not post any signs of any type on any Crown Roads within the North Frontenac Parklands within 2026. The EOTA shall maintain in force at all times during the term of this Licence, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than five million dollars, and to provide the Municipality with proof of such insurance upon entering into the Agreement.
4. The EOTA shall indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the EOTA or anyone for whom it is responsible at law; or (b) arising from any breach by the EOTA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.
5. This Agreement may be cancelled at any time by either party with thirty (30) days written notice.
6. Any notice required or permitted to be given by one party to the other pursuant to the terms of this Agreement may be given:

To the EOTA:

Eastern Ontario Trails Alliance
Postal Bag 1444
Tweed, ON
K0K 3J0

To the Township of North Frontenac:

The Corporation of the Township of North Frontenac
Attention: Chief Administrative Officer
6648 Road 506
Plevna, Ontario K0H 2M0

This Agreement sets out all of the terms and conditions that have been agreed to between the Township and the EOTA, and supersedes any previous agreements, verbal or written, that may otherwise exist between them concerning the subject matter of this Agreement.

7. This Agreement shall not be assigned by either party without the prior written consent of the other party, which consent may be unreasonably withheld.

8. This Agreement shall be binding on and ensure to the benefit of the parties and their respective personal representatives, successors and assigns.

In Witness whereof the Parties have signed this Agreement as at the date first set out above.

**The Corporation of the
Township of North Frontenac**

Gerry Lichty, Mayor

Tara Mieske, Clerk

We have the authority to bind the corporation

Eastern Ontario Trails Alliance

Signature: _____

Name & Title _____

Signature: _____

Name & Title _____

We have the authority to bind the corporation.

To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: 2026 Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Sand Lake Beach

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2026 Enhancing Access to Spaces for Everyone (EASE) Grant Application - Accessible Sand Lake Beach";

And That Council approves the MCD's Application to the 2026 EASE Grant Application - Accessible Sand Lake Beach for 100% project funding;

And That Council directs the CAO to sign the Application for funding and to enter into a Funding Agreement with EASE Grant upon the Township's successful Application for 100% project funding;

And That Council directs the MCD to have the accessible additions installed at the Sand Lake Public Beach if the Application for Funding is successful.

Background:

The 2026 Enhancing Access to Spaces for Everyone (EASE) Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults. It supports these individuals to live more active, healthy, safe and socially connected lives within their communities.

The program offers up to \$60,000 (100% funding) in grants to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

Eligible projects may receive up to \$60,000 for small capital projects including retrofits that will help older adults and people with disabilities participate in community life. Examples include, but are not limited to:

- mobi-mats at beaches
- charging stations for mobility devices along an accessible trail
- adding lights, benches, ramps to a public trail
- making entrances, exits, and sidewalks accessible
- automatic door openers
- elevators or lifts
- creating barrier-free paths of travel
- accessible washrooms
- accessible pool access
- ramps
- accessible seating in public spaces

They will prioritize projects that go above and beyond the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) and/or the [Ontario Building Code](#).

The deadline to apply is May 7, 2026.

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development

Comments:

The Township currently does not have any accessible beaches. Making beaches wheelchair-accessible is essential for creating inclusive, welcoming spaces where everyone can enjoy nature equally. Beaches are places where families and friends gather to relax, play, and connect, but without proper accessibility, people with mobility challenges are often excluded from these meaningful experiences. By investing in accessible pathways, mats, and facilities, we strengthen our communities by promoting equality. Additionally, accessible beaches can attract more visitors, boosting tourism and local businesses.

It is proposed that we apply to the EASE grant to enhance accessibility at the Sand Lake Public Beach. The proposal would include several components:

- mobi-mats
- adding lights, benches, ramps to a public trail
- creating barrier-free paths of travel
- accessible seating in public spaces

The Township applied for a similar project in 2025 and was unsuccessful; however staff feels it is worth the effort to try again based on the potential benefits of the project to our progressive community.

Financial Impact:

It is estimated that the value of this project would be approximately \$60,000.

If the Township is a successful applicant, the EASE Grant will cover 100% of the project's cost.

On-going costs would include:

- Annual Budget Dollars for repairs
- Replacement options in the future.
- Insurance implications for replacement value and potential increase in liability due to perceived risk. Amounts unknown at this time.

Strategic Implications:

Vibrant and Inclusive Community > Promote a health lifestyle > Continued provision for safe, efficient and enhanced recreational facilities, trails and parks.



To: Mayor and Members of Council
From: Brooke Ross, Manager of Community Development, Dipl.M.A.
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: 2026 Land Use Permit with the Ministry of Natural Resources (MNR) for the North Frontenac Parklands

Recommendation:

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "2026 Land Use Permit with the Ministry of Natural Resources (MNR) for the North Frontenac Parklands".

And That Council approves the 2026 Land Use Permit for operation of the North Frontenac Parklands.

Background:

On March 27, 2026 the Township received the Annual Land Use Permit (LUP) from the Ministry of Natural Resources and Forestry (MNR) which is effective April 1, 2026 until November 30, 2026 (attached).

Researched By:

Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development

Comments:

The LUP provided is for all Crown Roads, Campsites and Boat Launches within the North Frontenac Parklands that are outside of a Conservation Reserve. This is an annual LUP which is valid from April 1st until November 30th each year and is administered by the MNR.

Note: The MNR advised that it is no longer a requirement to sign the LUP for the Parklands as the Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. As a result a Signing By-law is not required.

The Township also has a LUP with the Ministry of Environment, Conservation and Parks (MECP) for campsites within North Frontenac Parklands that are within a Conservation Reserve. This additional LUP came into effect in 2020 and is for a five year term which was valid until November 30, 2025. The Township has been working with MECP to renew this LUP.

Financial Impact:

The fee for the Land Use Permit in 2026 is \$466.58 including HST and is budgeted for within the Township's North Frontenac Parklands Department.

Strategic Implications:

N/A

Attachments:

[Land Use Permit Letter - ACC](#)

[Land Use Permit Signed - ACC](#)

[Land Use Permit Conditions Report - ACC](#)

[Schedule A-G](#)

[ADDITIONAL TERMS AND CONDITIONS - ACC](#)

[Appendix 1-9 - ACC](#)

Ministry of Natural Resources

10-1 Campus Drive
Kemptville, ON K0J 1J0

Tel: 613-258-8204
Kemptville-Kingston.MNRF@ontario.ca

Ministère des Richesses Naturelles

10-1 Promenade Campus
Kemptville, ON K0J 1J0

Tel: 613-258-8204
Kemptville-Kingston.MNRF@ontario.ca



Friday, March 27, 2026

KEKI-2026-PLA-00008-LUP-001

The Corporation of the Township of North Frontenac
6648 Road 506 P.O. Box 97
Plevna, ONTARIO
K0H 2M0
CANADA

Dear Permittee

Re: New Land Use Permit Keki-2026-PLA-00008-LUP-001

The Ministry Natural Resources (the Ministry) is writing to inform you that a review has been completed for the issuance of a new Land Use Permit (LUP) located in multiple locations, see appendix 1-9.

Attached to this email, you will find the new Land Use Permit (LUP). The Ministry is modernizing its LUP process to make application, issuance, and payment quicker and easier. This new process can be done entirely online. However, if you do not want to communicate by email, please reach out to the Ministry using the contact information below and request to communicate through regular mail.

Please carefully review the terms and conditions of the new LUP. Also carefully review the fee chart below which summarizes the amount you will be charged for the issuance of the new LUP.

To let the Ministry know whether or not you wish to validate this new LUP, **please 'Reply All' to this email within 30 days. Note that the attached permit will not be valid until the Ministry has received and processed the initial payment.** The process for making this initial payment is outlined below.

Please see the summary of the amount you will be charged below. The payment due for your LUP will be \$466.58 (13% HST included). Payment can be made by cheque or Money Order only to **The Minister of Finance**. Kindly mail your payment to:

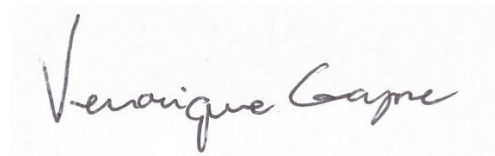
Ministry of Natural Resources
10-1 Campus Drive
Kemptville, ON K0G 1J0

ATT: Veronique Gagne

If you have any questions about the process, or the terms and conditions of your expiring or new LUP, please contact the Kemptville District office at 613-258-8204 or Kemptville-Kingston.MNRF@ontario.ca. If there are any changes to your personal information (e.g. billing address, name), please notify this District office.

In order for us to serve you better, please call ahead to make an appointment.

Sincerely,



Ministry of Natural Resources
FLS Resources Clerk
613-302-4370
Veronique.gagne@ontario.ca

Encl.

Summary of Fees:

Fee Type	Fee	HST	Total
Initial Administration Fee	187.90	24.43	212.33
Annual Administration Fee	0.00	0.00	0.00
Lands Fee	225.00	29.25	254.25
Annual Fee (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
Total Amount Due on Issuance (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	412.90	53.68	466.58

This Land Use Permit is issued under the authority of the Public Lands Act and its regulations, and is subject to the limitations and provisions thereof, and to the terms and conditions set forth herein.

PERMITTEE

This Land Use Permit is issued to:
The Corporation of the Township of North Frontenac

Post Office Address of Permittee:
6648 Road 506 P.O. Box 97 Plevna,
ONTARIO K0H 2M0
CANADA

Phone Number of the Permittee:

613-479-2231

Email Address of Permittee:

recreation@northfrontenac.ca

PERMITTED PURPOSE

This Land Use Permit authorizes the holder for:
Campground
Seasonal

DESCRIBED LANDS

This Land Use Permit applies to the following location(s):
Per Schedules A,B,C,D,E,F, and G, seasonal campground
Area: 0 HA
ARN:

As per the sketch and description which is attached hereto. A copy of this sketch and description is on file with the Ministry and available for inspection at any time during normal business hours. If there is any inconsistency between the two sketches and descriptions, the sketch and description on file with the Ministry shall prevail.

PERMIT EFFECTIVE DATE: April 1, 2026

PERMIT EXPIRY DATE: November 30, 2026

Summary of Fees

Fee Type	Fee	HST	Total
Initial Administration Fee	187.90	24.43	212.33
Annual Administration Fee	0.00	0.00	0.00
Lands Fee	225.00	29.25	254.25
Annual Fee (includes Annual Admin Fee and Lands Fee as applicable)	225.00	29.25	254.25
Total Amount Due on Issuance (includes Initial Admin Fee, Annual Admin Fee and Lands Fee as applicable)	412.90	53.68	466.58

This Land Use Permit is subject to additional restrictions as set out in the terms and conditions attached.

The issuance of this Land Use Permit does not relieve the Permittee from the responsibility of acquiring any other approvals as may be required by law, nor does it relieve the Permittee from any other legal requirements, whether under the Public Lands Act and its regulations or otherwise.

Conditions Attached: Yes

Number of Schedules: A-G

This Land Use Permit is subject to the following terms and conditions:

SECTION 1 – EFFECT OF THIS LAND USE PERMIT

1. This Land Use Permit gives the Permittee the non-exclusive right to occupy the Described Lands only. The Described Lands may be used only for the Permitted Purpose specified in this Land Use Permit and no other purpose.
2. Unless otherwise specified at any time by the Ministry, when this Land Use Permit becomes valid, any abandoned buildings or things located on the Described Lands are transferred to and become the property of the Permittee.
3. This Land Use Permit may not be assigned, transferred, mortgaged, or pledged. Sublicenses or any other sharing of occupancy is prohibited. If the Permittee is a corporation and undergoes a change of control, the Permittee shall immediately disclose the change of control in writing to the Ministry. The Permittee shall comply with any terms and conditions subsequently prescribed by the Ministry resulting from the disclosure, up to and including termination of this Land Use Permit. If this Land Use Permit is terminated, the Permittee shall not be entitled to a refund of any fees paid by the Permittee.

For the purposes of this Land Use Permit, “change of control” shall mean the occurrence of any of the following events: (i) an acquisition of the Permittee by another entity by means of any transaction or series of related transactions (including, without limitation, any reorganization, merger or consolidation but excluding any merger effected exclusively for the purpose of changing the domicile of the Company), or (ii) a sale of all or substantially all of the assets of the Permittee (collectively, a “Merger”), so long as in either case the Permittee’s stockholders of record immediately prior to such Merger will, immediately after such Merger, hold less than fifty percent (50%) of the voting power of the surviving or acquiring entity.

4. The Permittee shall notify the Ministry prior to any proposed sale or transfer of the improvements owned by the Permittee and located on the Described Lands. The Permittee is required to advise any purchaser or transferee that they are not being assigned this Land Use Permit, have no authority to use the Described lands, and that the sale or transfer of such improvements shall not entitle the new owner to the issuance of a new land use permit.
5. This Land Use Permit and all rights of the Permittee shall automatically terminate on the earlier of:
 - a) the expiry date;
 - b) the death, bankruptcy, or insolvency of the Permittee;
 - c) if the Permittee is a corporation, on the winding up or dissolution of the Permittee.

The Permittee shall not be entitled to a refund of any fees paid by the Permittee in the event of early termination in such circumstances.

6. Without limiting the Ministry’s other rights in this Land Use Permit or at law, the Ministry may terminate this Land Use Permit upon 15 days’ notice to the Permittee or such longer period as may be provided by an authorized Ministry representative in their sole discretion, where:
 - a) the Permittee has failed to comply with any of the terms and conditions of this Land Use Permit and such failure is not rectified within the notice period provided by the Ministry; or
 - b) the Ministry considers it to be in the public interest to do so;

provided that where there are less than 15 days remaining in the term of this Land Use Permit, then the Ministry may terminate this Land Use Permit immediately on notice to the Permittee. The Permittee shall not be entitled to a refund of any fees paid by the Permittee.

7. “Public interest” includes, without limitation, the settlement of a land claim or implementation of an agreement involving Ontario and an Indigenous community.
8. The Permittee acknowledges and agrees that:
 - a) upon expiry or earlier termination of this Land Use Permit, the decision to issue a new land use permit is at the sole discretion of the authorized Ministry representative, and the Permittee has no right to, nor is entitled to, the issuance of a new land use permit based on prior use of the Described Lands;

- b) the issuance of any land use permit or permits for the use of the Described Lands will not create any interests or future rights whatsoever in the Described Lands;
 - c) the making of any improvements to or on the Described Lands (whether or not permitted by the Ministry) does not confer upon the Permittee any right to use the Described Lands other than within the terms of this Land Use Permit, nor does it give the Permittee any right to any future land use permits;
 - d) there are no other representations, warranties, or conditions between the Crown and the Permittee, regarding the use of the Described Lands;
 - e) this Land Use Permit does not convey any right, title, or interest in the Described Lands and is a Land Use Permit only;
 - f) this Land Use Permit does not convey any right, title, or interest in any trees standing, growing, or being on the Described Lands, or in any minerals, sand, gravel, or similar materials, in, on, or under the Described Lands. Use of any such materials, unless specifically authorized herein, requires separate written authorization from an authorized Ministry representative.
9. The Permittee's obligations set forth in Conditions 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, and 24 of this Land Use Permit shall survive the expiry or earlier termination of this Land Use Permit.

SECTION 2 – “AS IS WHERE IS”, INDEMNITY, AND RELEASE

- 10. The Permittee accepts the Described Lands in an 'as is, where is' condition and acknowledges that the Ministry has made no warranties or representations as to the suitability of the Described Lands for the Permitted Purpose, including access to the Described Lands and quality of that access, and that it is the sole responsibility of the Permittee to satisfy itself regarding the suitability of the lands for the Permitted Purpose.
- 11. No cause of action arises, no proceeding may be brought and no remedy is available or damages, costs, or compensation payable in connection with any injury, loss, expense, or costs incurred or suffered by the Permittee as a result, directly or indirectly, of any acts or omissions by any person or party (including, without limitation, any acts or omissions of the Crown or those for whom it is responsible at law), that disrupt, stop, or otherwise interfere with the Permittee's ability to access, occupy, or use the Described Lands, howsoever occurring.
- 12. The Permittee shall indemnify, defend, save, and keep harmless the Crown, its officers, employees, elected officials, servants, and agents from and against any and all claims, demands, suits, actions, damages, losses, costs, or expenses arising out of any injury to persons (including death) and loss or damage to property, which may be or be alleged to be caused by or suffered as a result of or in any manner associated with: (a) the exercise of any right or privilege granted to the Permittee by this Land Use Permit; and (b) any act or omission of the Permittee or its invitees related to the use of the Described Lands.

SECTION 3 – RESPONSIBILITIES OF THE PERMITTEE

- 13. The Permittee shall pay the Total Amount Due on Issuance upon 30 days of receiving this Land Use Permit, and thereafter shall pay the Annual Fee no later than each anniversary of the commencement of the term. The Land Use Permit is not valid until the Total Amount Due on Issuance has been received. Land Use Permit Annual Fees are not refundable.
- 14. The Permittee shall at all times comply with all applicable laws, regulations, by-laws, government orders, and directions in its use of the Described Lands.
- 15. The Permittee shall be solely responsible for obtaining any other necessary permits, licenses, and approvals relating to the use of the Described Lands by the Permittee for the Permitted Purpose.
- 16. The Permittee may not affix any building, structure, or works, on the Described Lands (including posting any signs or notices), nor make any alteration, renovation, enlargement, reconstruction, or other improvement to the Described Lands without the written approval of an authorized Ministry representative, except as otherwise expressly permitted in this Land Use Permit.
- 17. The Permittee shall maintain the Described Lands in a clean, sanitary, and safe condition, in accordance with any applicable legislation, regulations, by-laws, government orders and directions. Without limiting the generality of the foregoing, the Permittee is an occupier for the purposes of the Occupier's Liability Act and shall take such care as in all circumstances is reasonable to see that persons entering on the Described Lands, and the property brought on the Described Lands by these persons, are reasonably safe while on the Described Lands.

18. The Permittee shall not allow waste, garbage, or other objectionable material to collect on the Described Lands.
19. The Permittee shall not bring any hazardous substances or other contaminants onto the Described Lands without the approval of an authorized Ministry representative. The Permittee may bring retail purchased consumer products such as cleaning supplies, fuel, and lubricants for motor powered vehicles or vessels, and lawn and garden care products, that, in each case, are necessary for and used in the ordinary course of the Permittee's use of the Described Lands for the Permitted Purpose, without prior approval of the Ministry. All such products must be used, stored, and disposed of in accordance with their Material Safety Data Sheet or as specified in the instructions provided on their labels. The Ministry may impose conditions on any such approval. In the event that the Described Lands are contaminated by any act or omission of the Permittee or its invitees, the Permittee shall immediately notify the Ministry and shall undertake all necessary remediation of the Described Lands to contain and remove such contamination, at its sole cost and expense. If the Permittee fails to undertake such remediation or to diligently complete such remediation, the Ministry may undertake such remediation on the Permittee's behalf, and the cost of doing so is a debt due the Crown by the Permittee and may be recovered by the Ministry.
20. The Permittee shall deliver to the Ministry a completed occupier's self-reporting form with accompanying photographs upon request of the Ministry, depicting the state of the Described Lands.
21. The Ministry may inspect the Described Lands at any time for the purpose of ascertaining compliance with the conditions of this Land Use Permit. The Ministry may issue a notice of repair and maintenance to the Permittee. The Permittee shall immediately undertake all repairs and maintenance outlined in such notice. If the Permittee fails to undertake such repairs and maintenance or to diligently complete such repairs and maintenance, the Ministry may undertake such repairs and maintenance on the Permittee's behalf, and the cost of doing so is a debt due the Crown by the Permittee and may be recovered by the Ministry.
22. The Permittee shall be responsible for prompt payment of all real property and other taxes that may be levied against the Described Lands and the Permittee's use thereof (including payments that may be made by the Crown in lieu of such taxes).
23. The Permittee shall be responsible for all utilities consumed by the Permittee on the Described Lands and shall pay the cost of such utilities to the Ministry or directly to the applicable utility company, as the Ministry may direct.
24. Upon the date when the Permittee has no further right to occupy the Described Lands, the Permittee shall remove all improvements, personal property, or other assets of the Permittee on the Described Lands including any signs or notices posted by the Permittee, at its sole cost and expense. The Permittee shall leave the Described Lands in a clean and safe condition, restored to its original state prior to the use of the Described Lands by the Permittee. The Permittee shall also promptly deliver to the Ministry a completed occupier's self-reporting form and accompanying photographs of the Described Lands evidencing the completion of such obligations. Any improvements, property or assets remaining on the Described Lands following expiry or termination of this Land Use Permit may be disposed of by the Ministry at the expense of the Permittee or, at the option of the Ministry, may be retained by the Ministry as the property of the Crown without compensation to the Permittee. If the Permittee fails to leave the Described Lands in a clean and safe condition, restored to its original state, the Ministry may undertake such work as is necessary to restore the lands to the required condition, and the cost of doing so is a debt due the Crown by the Permittee and may be recovered by the Ministry.
25. The Permittee shall keep a copy of this Land Use Permit available at all times while on the Described Lands and shall produce it on demand to any Ministry official.

MINISTRY OF NATURAL RESOURCES
box SIGN 4QYPLY8-1563P35KName: Heather Candler
Title: District Supervisor

Under Delegated Authority

Schedule "A" Land Use Permit Conditions Report

Application Number: KEKI-2026-PLA-00008

Approval Number: KEKI-2026-PLA-00008-LUP-001

Proponent: The Corporation of the Township of North Frontenac

-
- See Additional Terms and Conditions

Schedule "A"

MNR ACCESS POINTS - North Frontenac Twp.

Barrie Township	Kashwakamak Lake	L 8 C 8
	Kashwakamak Lake	L 18 C 5
	Marble Lake	L 26 C 7
	Mississagagon Lake	L 5 C 9
Clarendon Township	Big Gull Lake	L 8 SWR
Miller Township	Big Ohlmann Lake	L 21 C 8
	Brule Lake	L 13 C 5
	Dan Lake	L 25 C 7
	Fortune Lake	L 28 C 8
	Grindstone Lake	L 4 C 10
	Lucky Lake	L 21 C 8
	Mackie Lake	L 23 C 11
	Schooner Lake	L 29 C 11
North Canonto Township	Govan Lake	L 30 C 1
Palmerston Township	Crotch Lake	L 18 C 3
	Crotch Lake	L 3 C 1
South Canonto Township	Granite Lake	L 13 C 5
	Mair Lake	L 23 C 9
	Redhorse Lake	L 22 C 6

Schedule “B”

All those parcels or tracts of land in the Townships of MILLER, SOUTH CANONTO, NORTH CANONTO and PALMERSTON, now in the Municipality of North Frontenac, in the County of Frontenac and Province of Ontario, more particularly described as follows --

PARCEL ONE (Schooner Lakes Road)

FIRSTLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the SCHOONER LAKES FOREST ACCESS ROAD within Lots 18, 19, 20, 21, 22, 24, 25, 26, 27 and 28 Concession 8; Lots 28 and 29 Concession 9; Lots 28 and 29 Concession 10; and Lots 28, 29 and 30 Concession 11;

SECONDLY:

That part of the said Township of MILLER composed of all Crown land within 33 feet of the centerline of the existing road known as the MACKIE LAKE ROAD within Lots 21 and 22 Concession 10; and Lots 22 and 23 Concession 11.

PARCEL TWO (Mosque Lake Road)

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the MOSQUE LAKE FOREST ACCESS ROAD within Lots 13 and 14 Concession 5; and Lots 14, 15, 16, 17 and 18 Concession 6.

PARCEL THREE (Canonto Road)

FIRSTLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD “A” within Lots 21, 22 and 23 Concession 3; Lots 22 and 23 Concession 4; Lots 20, 21, 22 and 23 Concession 5; Lots 18, 19 and 20 Concession 6; Lots 18 and 19 Concession 7; Lots 19, 20, 21, 22 and 23 Concession 8; Lots 23, 24 and 25 Concession 9; and Lots 25, 26, 27 and 28 Concession 10;

...2

SECONDLY:

That part of the said Township of NORTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "A" within Lots 28, 29, 30, 31 and 32 Concession 1; and within the unsubdivided portion of the said Township commencing at the road's intersection with the north limit of Lot 32 Concession 1, thence in a northerly direction to it's intersection with the west limit of the allowance for road between North Canonto and Blithfield Townships;

THIRDLY:

That part of the said Township of SOUTH CANONTO composed of all Crown land within 33 feet of the centerline of the existing road known as the CANONTO FOREST ACCESS ROAD "C" (Redhorse Lake) within Lots 20, 21 and 22 Concession 6.

PARCEL FOUR (Crotch Lake Road)

That part of the said Township of PALMERSTON composed of all Crown land within 33 feet of the centerline of the existing road known as the CROTCH LAKE FOREST ACCESS ROAD within Lots 19 and 20 Concession 3.

Schedule “C”

Crotch Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	E1/2 6	1	
Clarendon	E1/2 7	1	
Clarendon	10	1	
Clarendon	11	1	
Clarendon	12	1	
Clarendon	13	1	
Clarendon	14	1	
Clarendon	15	1	
Clarendon	16	1	
Clarendon	17	1	
Clarendon	18	1	
Clarendon	19	1	
Clarendon	20	1	
Clarendon	10	2	
Clarendon	11	2	
Clarendon	E1/2 12	2	
Clarendon	E1/2 13	2	
Clarendon	E1/2 14	2	
Clarendon	15	2	
Clarendon	16	2	
Clarendon	E1/2 19	2	
Clarendon	E1/2 20	2	
Palmerston	3	1	3.26 acre parcel of land as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID

			0.8 acre parcel as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 63754 - Parts 3 & 5, Plan 13R-1743
Palmerston	4	1	
Palmerston	5	1	
Palmerston	6	1	
Palmerston	7	1	Crown land within Crotch Lake Conservation Reserve
Palmerston	8	1	Part Lot 8, Con. 1 as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 28319
Palmerston	9	1	Crown land within Crotch Lake Conservation Reserve
Palmerston	10	1	Crown land within Crotch Lake Conservation Reserve
Palmerston	11	1	
Palmerston	12	1	
Palmerston	13	1	
Palmerston	14	1	
Palmerston	W1/2 3	2	Part 1 & 6, Plan 13R-1743
Palmerston	W1/2 4	2	
Palmerston	5	2	
Palmerston	6	2	
Palmerston	10	2	Crown land within Crotch Lake Conservation Reserve
Palmerston	11	2	Crown land within Crotch Lake Conservation Reserve
Palmerston	12	2	
Palmerston	13	2	
Palmerston	14	2	
Palmerston	17	2	
Palmerston	E1/2 18	2	
Palmerston	W1/2 5	3	
Palmerston	6	3	a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	7	3	
Palmerston	8	3	Crown land within Crotch Lake Conservation

			Reserve
Palmerston	9	3	a private recreational camp, 0.5 ha in size, as shown on the attached sketch and filed in the Bancroft District office
Palmerston	11	3	Crown land within Crotch Lake Conservation Reserve
Palmerston	12	3	
Palmerston	13	3	
Palmerston	14	3	
Palmerston	15	3	
Palmerston	16	3	
Palmerston	17	3	
Palmerston	18	3	
Palmerston	19	3	
Palmerston	20	3	
Palmerston	W1/2 6	4	
Palmerston	W1/2 7	4	
Palmerston	W1/2 8	4	
Palmerston	W1/2 9	4	
Palmerston	W1/2 10	4	
Palmerston	W1/2 11	4	
Palmerston	12	4	
Palmerston	13	4	
Palmerston	14	4	
Palmerston	15	4	
Palmerston	16	4	
Palmerston	17	4	
Palmerston	W1/2 18	4	
Palmerston	W1/2 of W1/2 19	4	
Palmerston	W1/2 12	5	

Together with all islands in Crotch Lake not within Crotch Lake Conservation Reserve, Twin Island and Fawn Lakes except Island “C” opposite Lot 5, Con. 2,

Schedule “D”

FIRSTLY:

All of the islands in Govan Lake, North and South Canonto Township, designated as islands 1 to 22 and the North Half of Lots 30, 31 32 33, 34 and 35, Concession 10, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as outlined on a map attached as Appendix 1.

SECONDLY:

All of the North Half of Lot 23, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

THIRDLY:

All of the South Half of Lot 21, Concession 8, South Canonto Township, saving and accepting a private recreational camp, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 2.

FOURTHLY:

All of the islands in Redhorse Lake, South Canonto Township, designated as islands 1 to 4 as shown on a map attached as Appendix 3.

FIFTHLY:

All of Lot 13, Concession 5, South Canonto Township, saving and accepting two private recreational camps, 0.5 hectares in size (outlined in red), as shown on a map attached as Appendix 4.

SIXTHLY:

The municipal campground area located on Schooner Lake, within Part Lots 29 & 30, Concession 11, in Miller Township, containing 11.0 hectares more or less. The islands in Long Schooner Lake, designated as islands 1 to 8 and the islands in Round Schooner Lake in Miller Township, designated as islands 9 to 16 as shown on a map attached as Appendix 6.

SEVENTHLY:

All those Crown lands being parts of Lots 28 & 29, Concession 9, in Miller Township, known as Proudfoot Bay on Fortune Lake and parts Lots 20 & 21, Concession 8, in Miller Township, on Lucky Lake as shown on a map attached as Appendix 7.

Palmerston Township, County of Frontenac as shown on the attached Crown Plan and filed in the office of the Surveyor General as Survey ID 62959.

Schedule “E”

Big Gull Lake Crown Land Area LUP Tenure Under Public Lands Act

TOWNSHIP	LOT	CON	EXCEPT
Clarendon	4	6	- Reg. Plan 1465 - Crown land within Hungry Lake Conservation Reserve
	W1/2 2	7	
	W1/2 3	7	
	4	7	
	3	8	
	5	8	
	6	8	Reg. Plan 1564
	5	9	
	5	10	
	4	11	
	5	11	1.18 acres on point
	6	11	
	1	12	.18 acres on point
	6	12	1 acre on point
	7	12	
	1	13	
	5	13	
	6	13	
	7	13	
	8	13	
	9	13	
	1	14	
	4	14	
	6	14	
	7	14	
	8	14	
	9	14	
	5	SWR	- Reg. Plan 1324 - Crown land within Hungry Lake Conservation Reserve
	6	SWR	Reg. Plan 1232

	7	SWR	Reg. Plan 1232 & 1007 + 1 private parcel
		SWR	
Barrie	1	1	Reg. Plan 1099 & 1419
	4	1	GR 119136, EW-21, EW-12 & CL8130 (details file with Bancroft District office)
	3	2	
	4	2	
	5	2	
	6	2	
	7	2	
	8	2	Reg. Plan 1550
	11	2	Reg. Plan 1325
	S1/2 5	3	
	6	3	
	7	3	
	8	3	
	8	4	
	9	4	
	10	4	
	11	4	
	12	4	
	13	4	
Barrie	Islands		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Clarendon	Islands		
	9		
	10 (A)		BE. 31 (east side of island)
	11 (S)		

	14 (E)		
	16 (F)		
	21		
	23 (P)		
	24		
	25		• NW side private
	26		
	27 (V)		
	28		
Quebec Lake	29		
Quebec Lake	30		
Quebec Lake	31		

Schedule “F”

Kashwakamak Lake Crown Land Area
(as shown on a map attached as Appendix “8”)

TOWNSHIP	LOT	CON	SAVING AND EXCEPTING
Barrie	20	5	BE 14, .72 ac
	21		SR, BE 13, .75 ac + BE 14 .72 ac + Michell Islanders LUP site
	N1/2 1	6	
	N1/2 2		Reg. Plan 1550
	N1/2 4		Reg. Plan 1550 & 1114
	Block “B”	Plan 1114	
	Block “E”	Plan 1114	
	4	7	Reg. Plan 1125
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	S1/2 5	8	
	S1/2 6		
	7		
	8		
Clarendon	W1/2 of W1/2 16	10	
	16	11	
	17		
	19		2 Small private parcels
	20		
	N1/2 16	12	
	S Part 17, south		

	shore		
	17(south shore)	13	Reg. Plan 1560
	E1/2 16	14	Reg. Plan 1559
Barrie	Islands		
	1		Reg. Plan 1537
	2		
	3		
	4 (C)		
	5		
	6 (E)		
	7 (F)		
	8		
	9 (G)		
	10		
	11		
	12 (H)		
	13		
	14		
	15		
	WP 16		
Clarendon	Islands		
	EP 16		
	17		
	18(C)		
	19		
	20 (D)		
	21 (E)		
	22 (F)		

Schedule “G”

Mississagagon Lake Crown Land Area
(As shown on map attached as Appendix “8”)

TOWNSHIP	LOT	CON	SAVING AND EXCEPTING
Barrie	4	9	
	5		

ADDITIONAL TERMS AND CONDITIONS

26. The permittee must maintain boat launching areas in a clean, safe and usable condition and must ensure that the area is kept clear of parked cars, campers, etc.
27. The permittee must remove, on a regular basis, all garbage collected from the campsites to an authorized waste disposal site.
28. The permittee must remove any hazardous trees from the campsites and boat launching area.
29. The permittee must erect and maintain any required signs. Signs required by MNRF will be supplied by MNRF. All other signs will be provided by the permittee but must be approved by MNRF prior to being erected.
30. The permittee may charge fees for use of the roads, camping, for boat launching and parking. Notwithstanding the foregoing, employees of Bell Canada, Hydro One, and provincial and federal government departments are exempt from payment of boat launching and parking fees, but only when using the site for purposes associated with carrying out their respective business activities. All fees collected can only be used towards the Crown Land Stewardship Program.
31. MNRF reserves the right to prohibit overnight camping at any campsite at any time and shall provide the permittee with at least one week's notice of any campsite closures. In such cases, the permittee will provide the required sign(s) and the permittee will be responsible for erecting and maintaining the signs as well as enforcement of the closures.
32. The permittee will set aside a number of existing campsites (in consultation with MNRF staff) which will be designated day use only.
33. No new campsites or the expansion of existing campsites and access points can be undertaken without the written permission from the MNRF Kemptville Kingston District.
34. The Land Use Permit area lies within a Land Claim. If a settlement is negotiated during the term of the permit and involves Crown land within the permit area, the Land Use Permit shall become null and void.
35. Mineral exploration activities may still take place within the permit area subject to the Public Lands Act and the Mining Act.
36. The cutting of trees (excluding condition 16), other than by an authorized harvesting operation, would not be allowed without written authorization from the MNRF Kemptville Kingston District office.
37. Forestry operations on Crown land, as authorized in a Forest Management Plan, must be permitted to be conducted uninterrupted.
38. During the term of the LUP, the permittee must carry a minimum of \$2,000,000.00 liability insurance, pertaining specifically to their activities on this site, naming His Majesty the King in the Right of Ontario as represented by the Minister of Natural Resources as an insured party.
39. The permittee must complete and submit an Annual Report (revenues collected & expenditures) at the conclusion of each calendar year.
40. A written summary of problems, complaints and comments to be submitted by year end which have been received by the Township office and field staff patrolling the roads, access points and campsites.
41. Any fee changes will require consultation with the MNRF staff at the Kemptville Kingston District.
42. Commercial use of the Crown land under LUP will only be considered with prior approval of MNRF staff at the Kemptville Kingston District.

43. This permit may, upon sixty (60) days written notice or such further period of time as the MNRF official prescribes, be revoked or cancelled if MNRF no longer wishes to participate in the Crown Land Stewardship Program with the Municipality of North Frontenac.

Additional Conditions relating to the Schooner Lake municipal campground (see attached sketch):

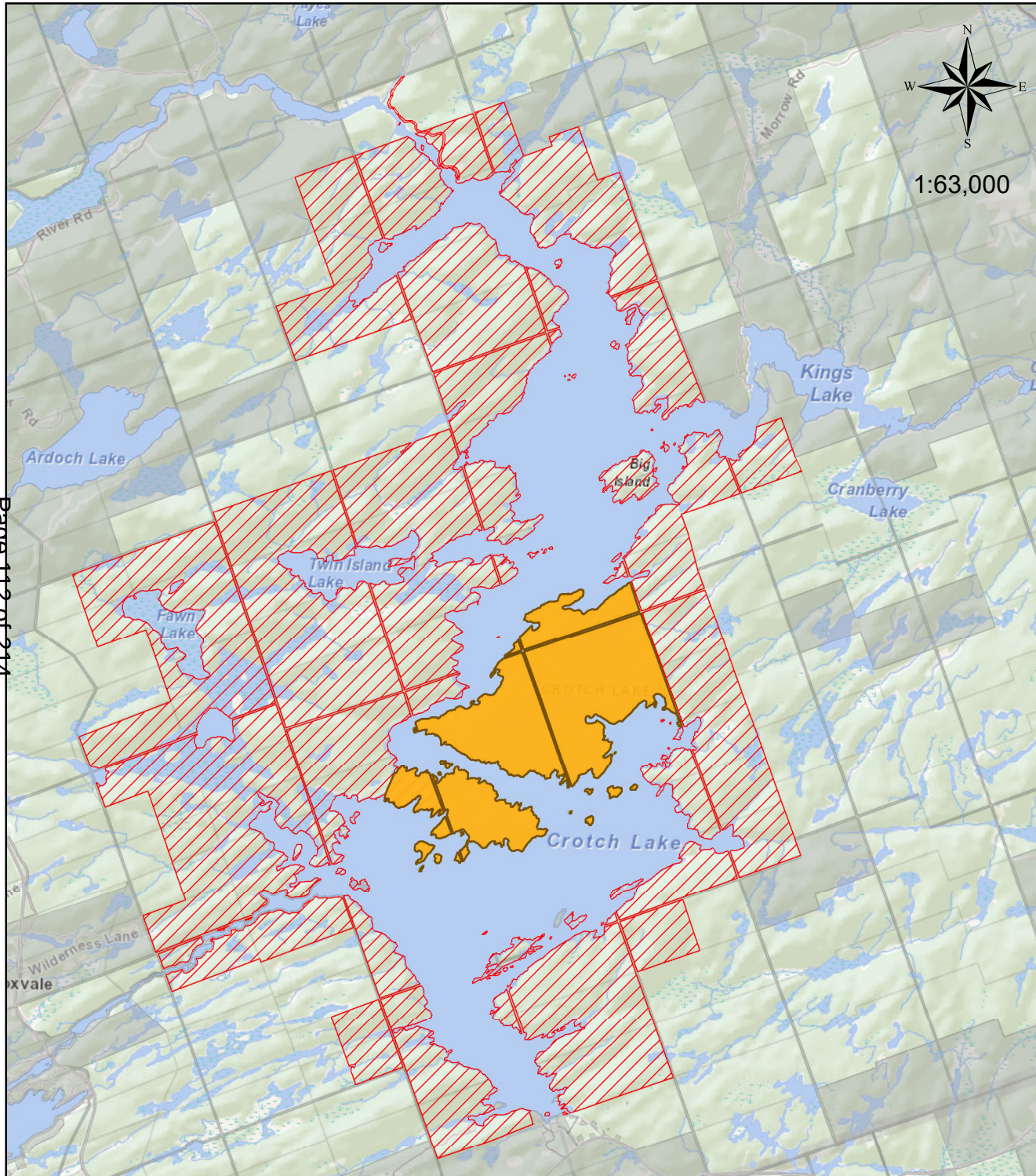
44. Only walk-in tent sites are permitted within the "C" zone of the ANSI.
45. The permittee must ensure the grass areas of the campground are mown as required and must remove any hazardous trees from the campground.
46. The permittee must maintain the vault privy in a clean, sanitary and safe condition and must maintain a supply of toilet paper. The permittee must also pump out the vault privy as required.

Revised March 2024

Appendix "1"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Natural Resources and Forestry (OMNRF) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

Universal Transverse Mercator, North American Datum 1983

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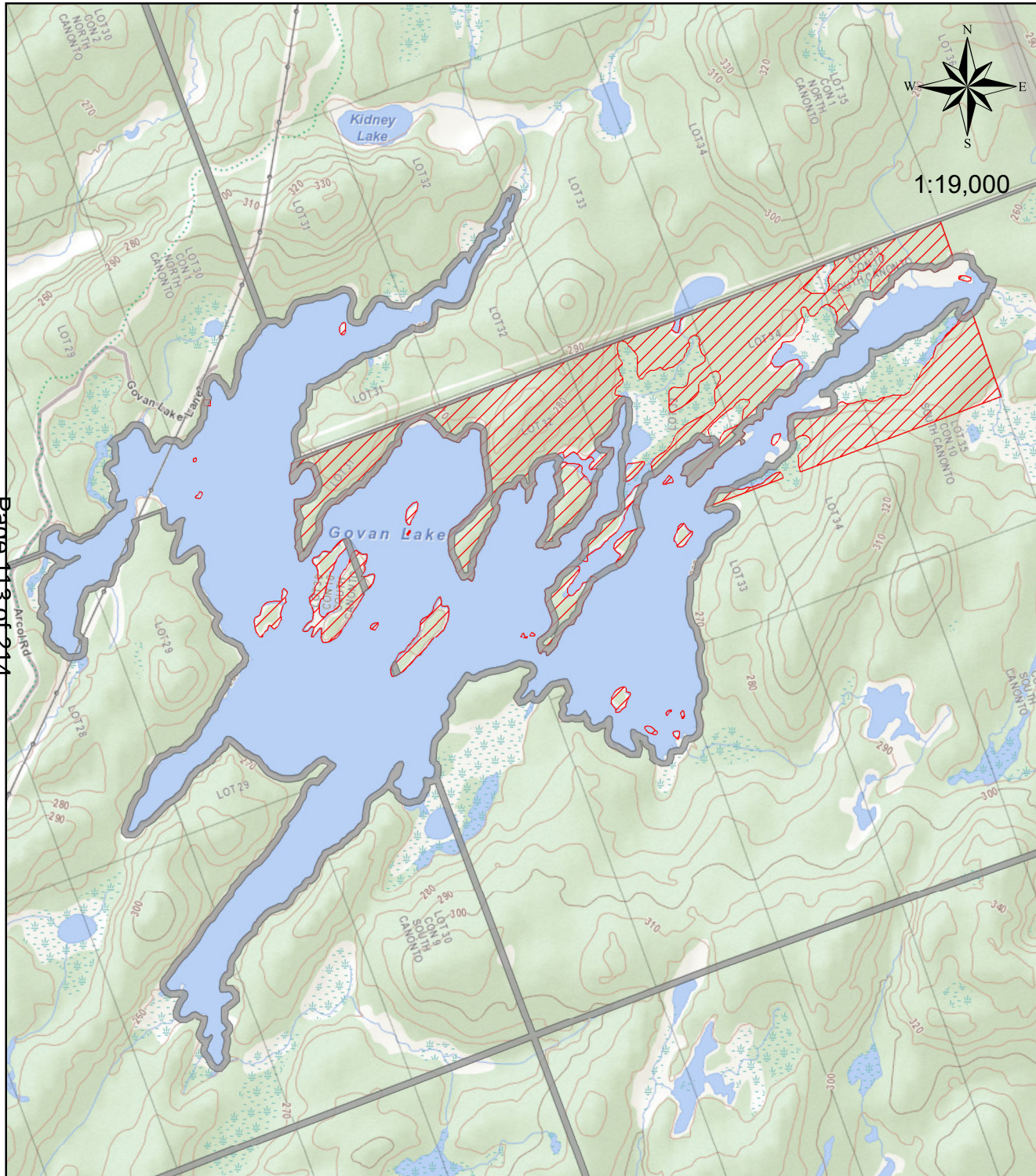
Published in, February 2020

This sketch to be used for reference only

Appendix "2"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Patent Land

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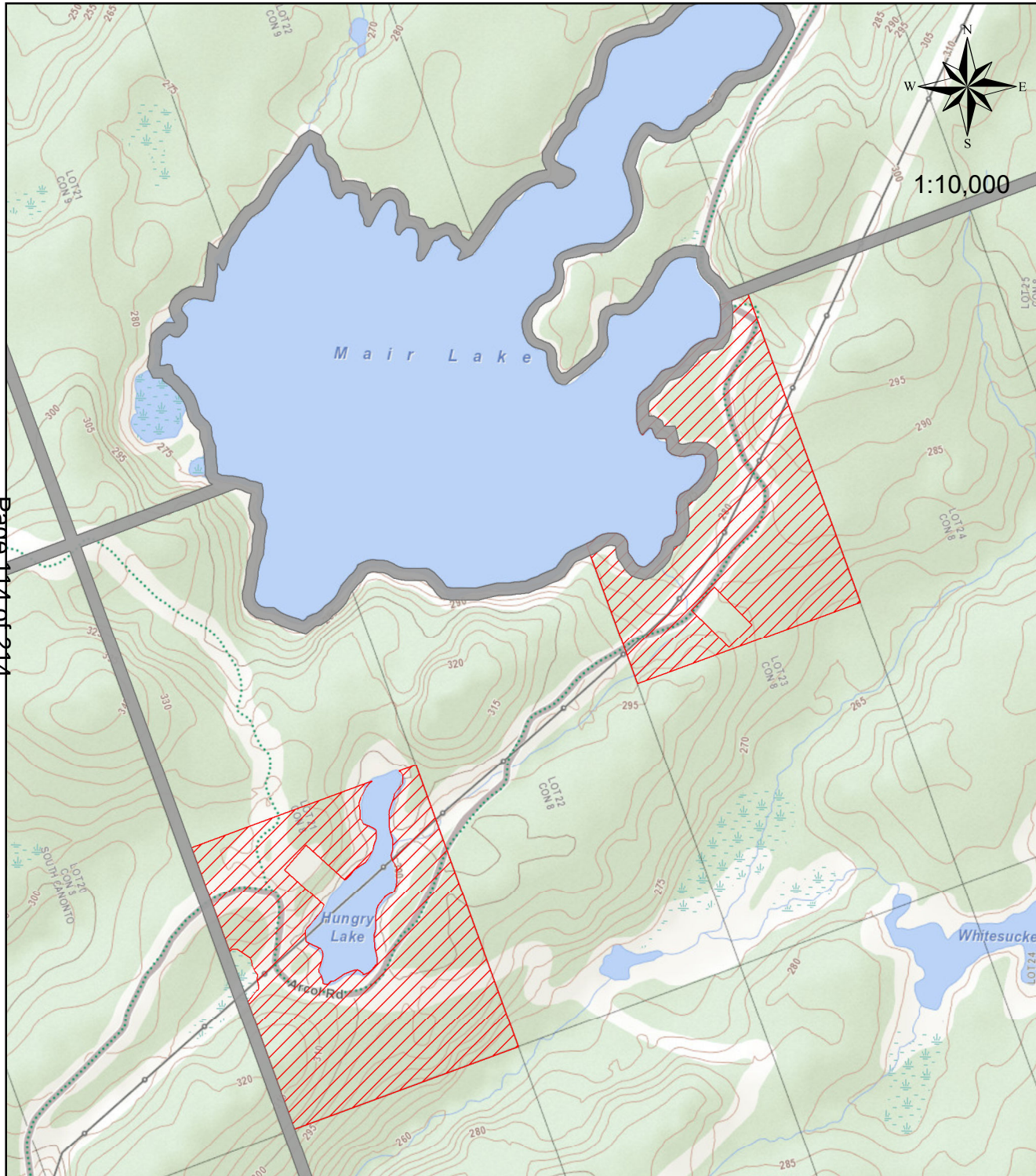
Published in, February 2020

This sketch to be used for reference only

Appendix "3"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Patent Land

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Natural Resources and Forestry (OMNRF) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

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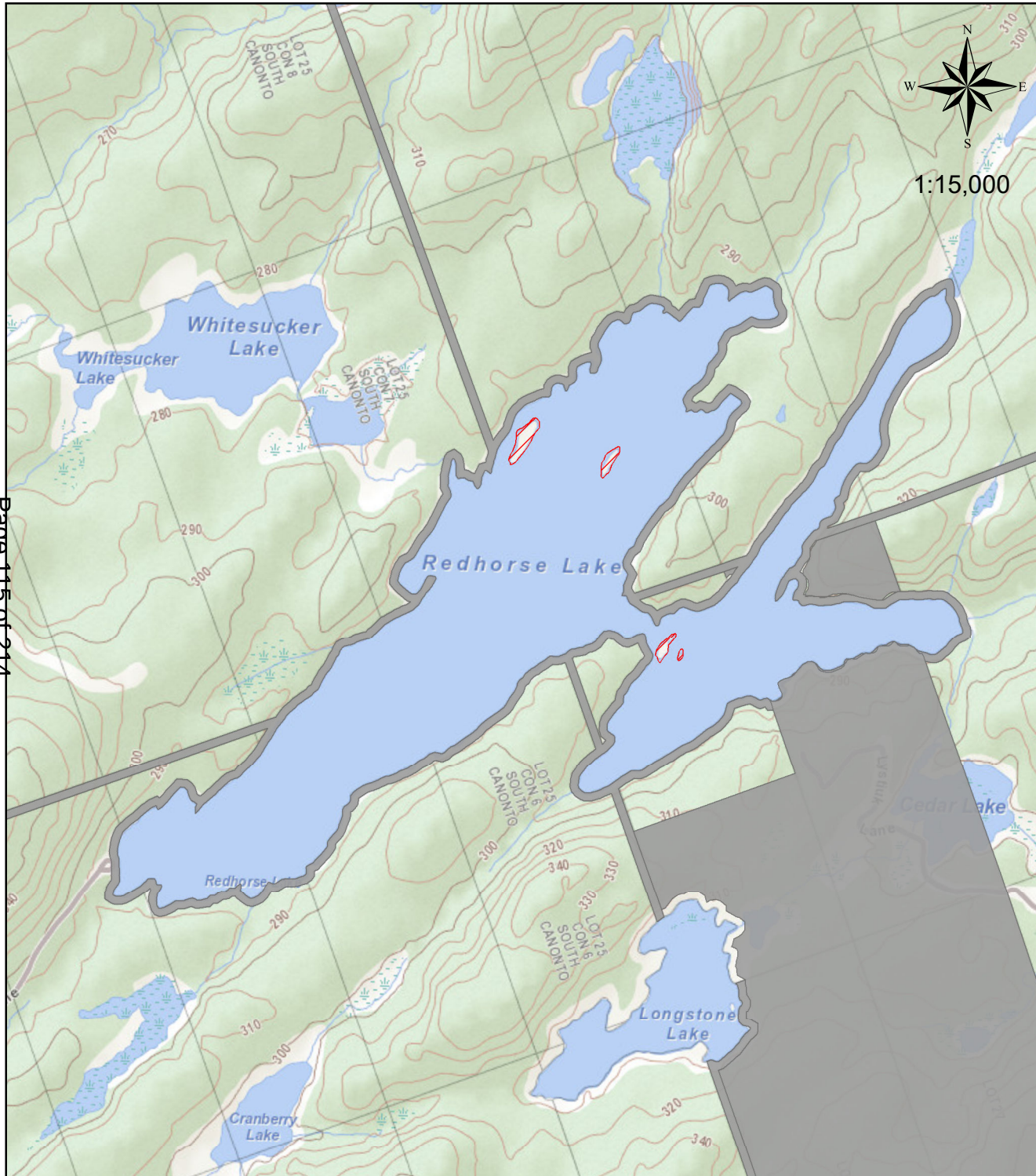
Published in, February 2020

This sketch to be used for reference only

Appendix "4"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Patent Land

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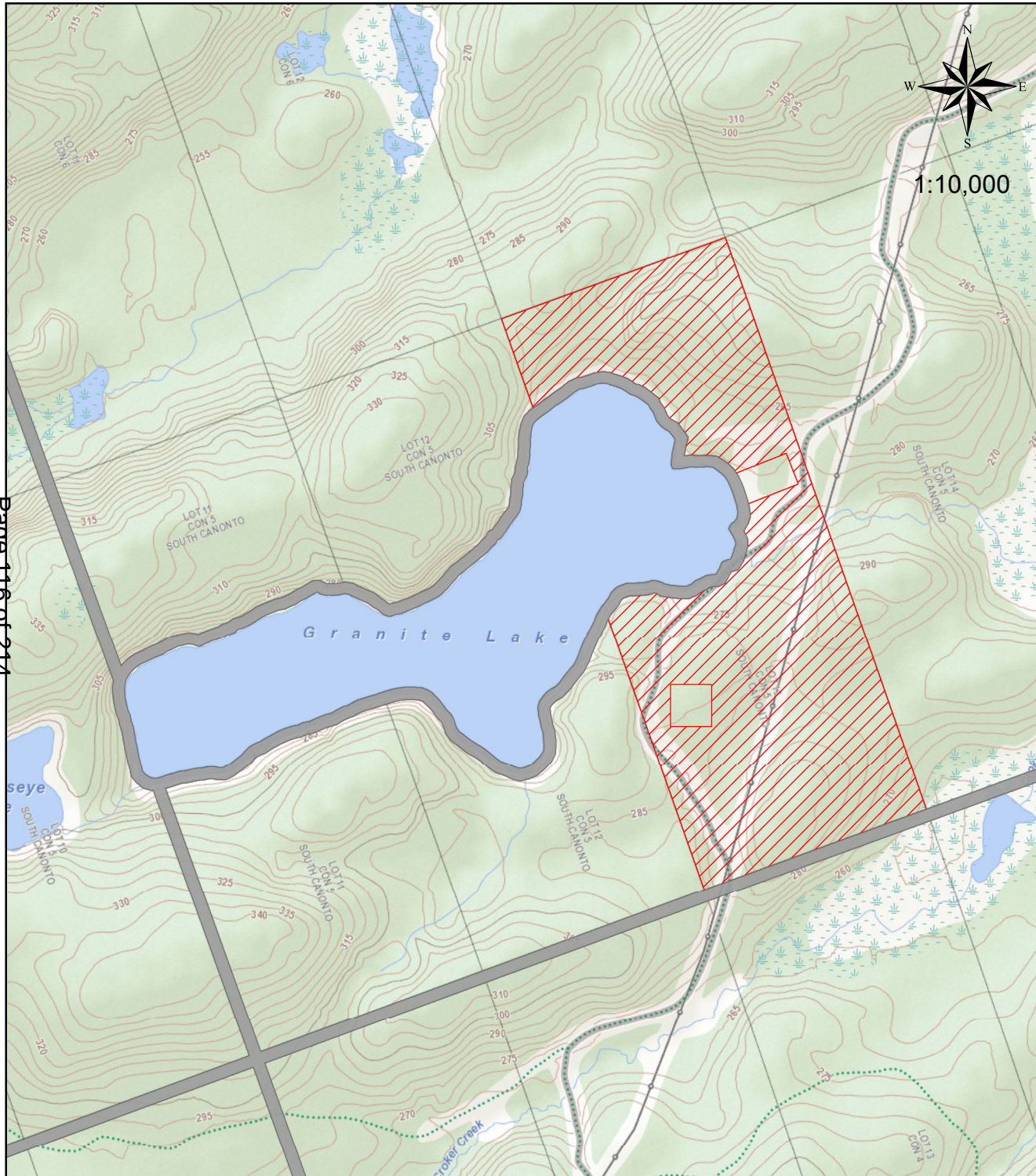
Published in, February 2020

This sketch to be used for reference only

Appendix "5"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Patent Land

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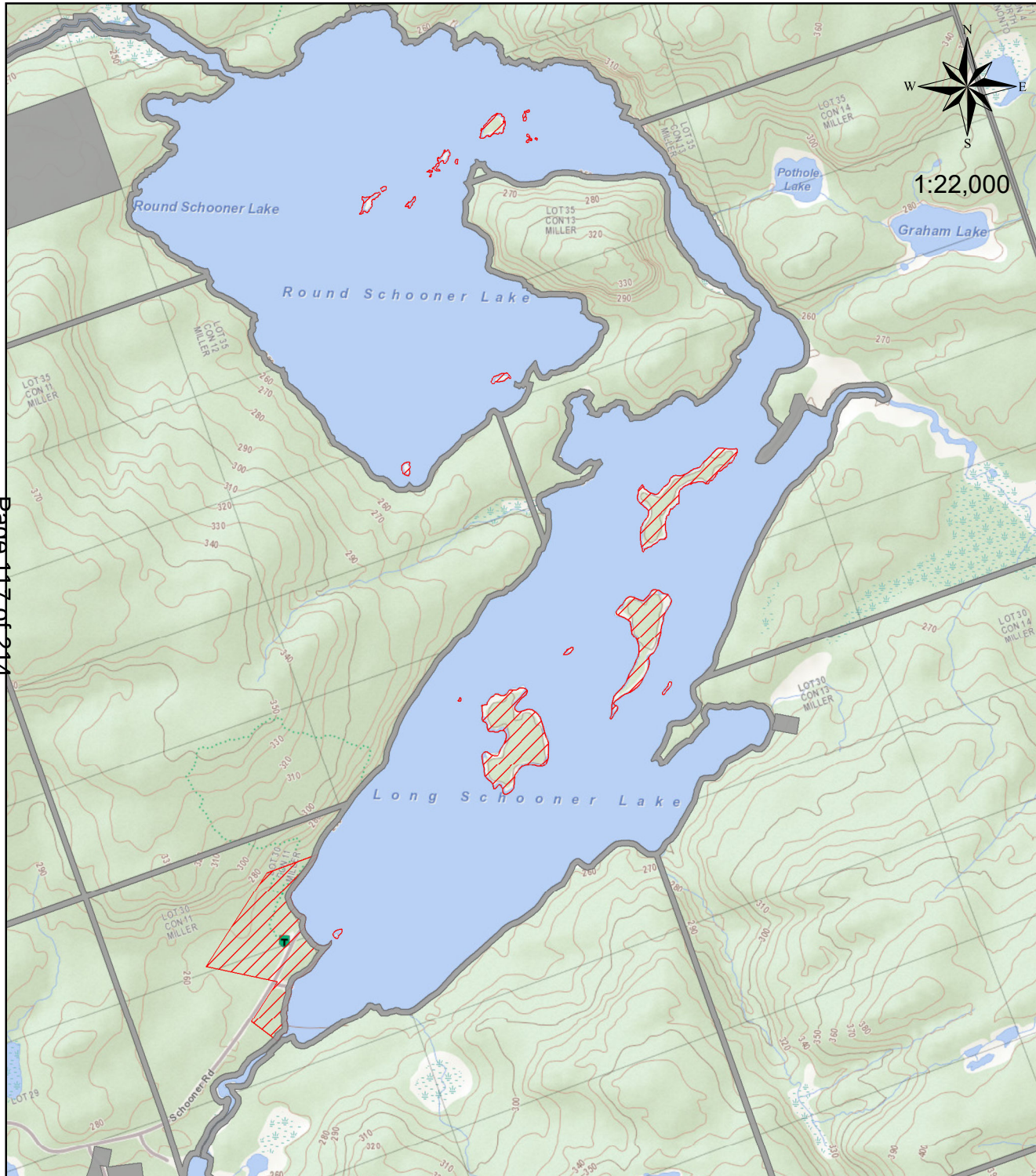
Published in, February 2020

This sketch to be used for reference only

Appendix "6"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Patent Land

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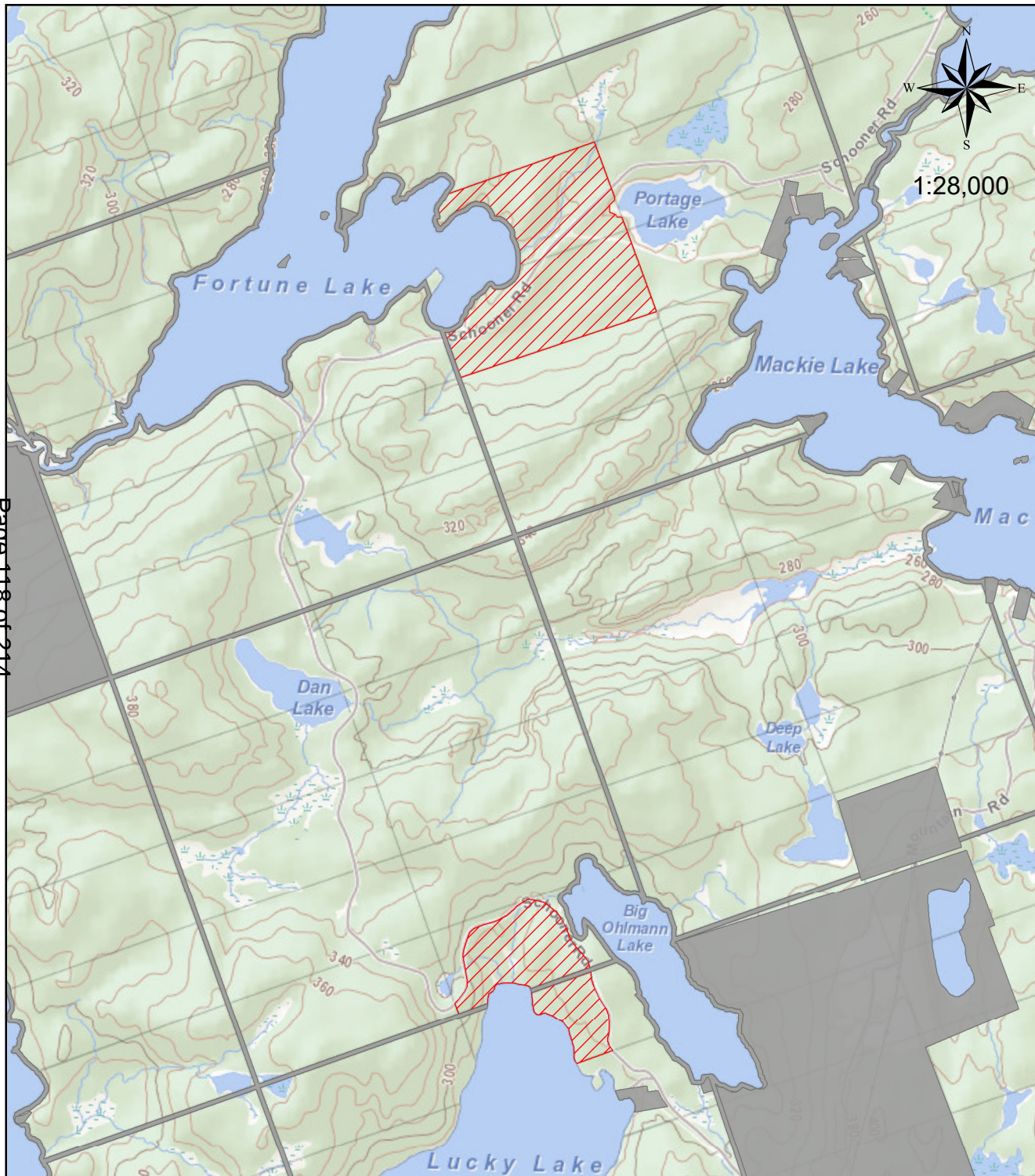
Published in, February 2020

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Appendix "7"

Stewardship Land Use Permit

The Corporation of the Township of North Frontenac



Legend

-  LUP Tenure Area
-  Patent Land

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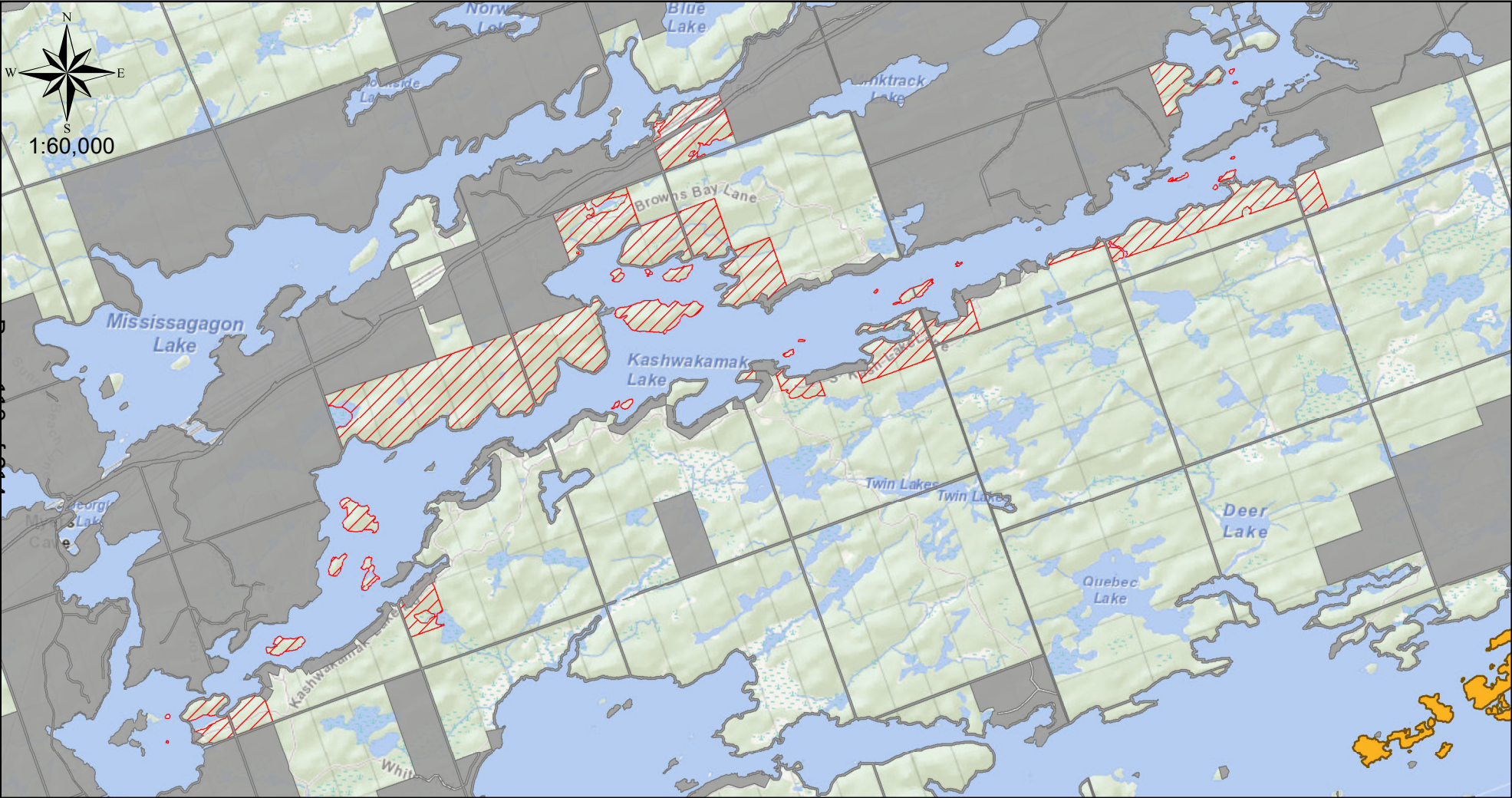
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The Corporation of the
Township of North Frontenac



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Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

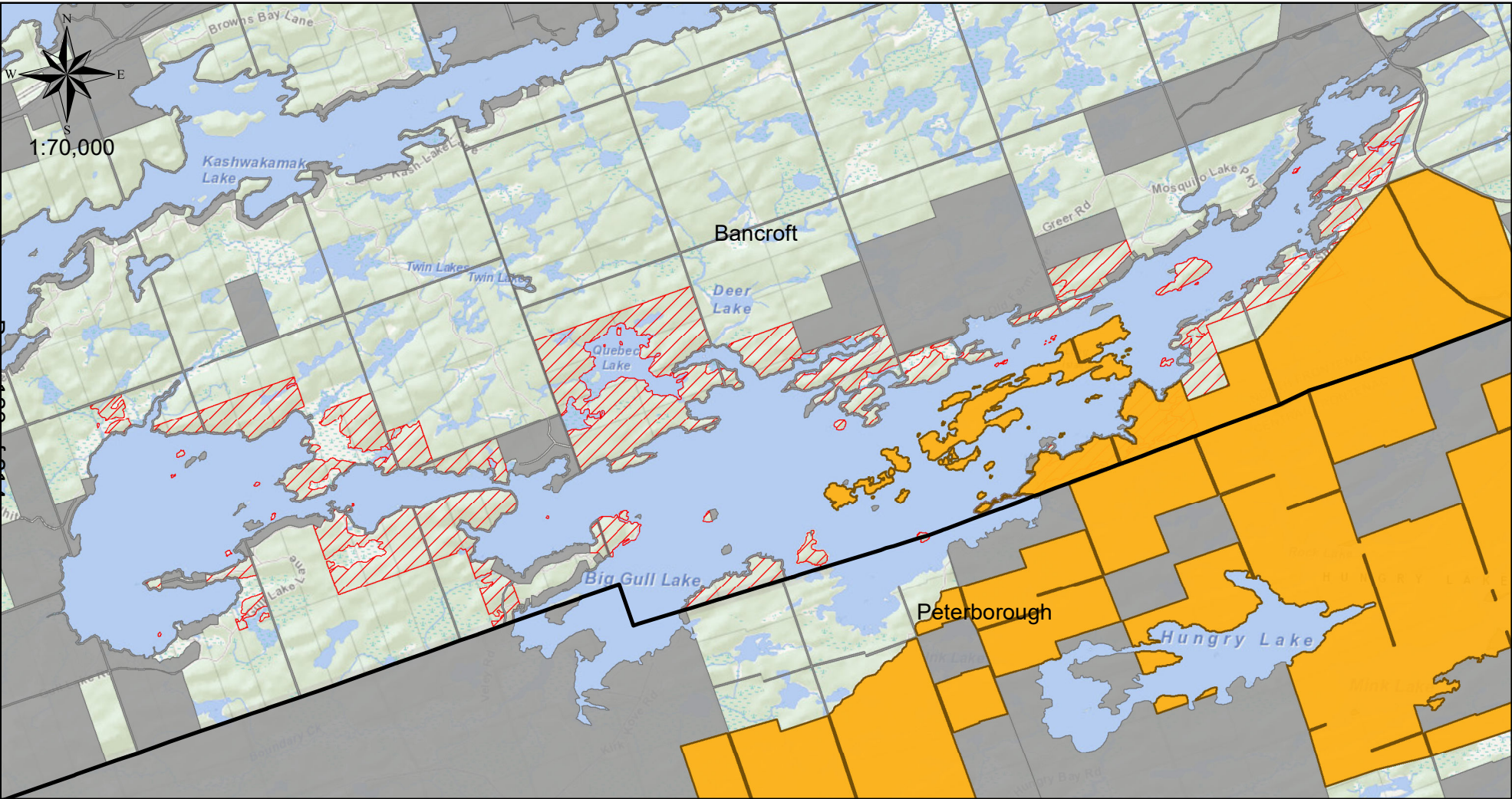
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The Corporation of the
Township of North Frontenac



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Legend

-  LUP Tenure Area
-  Conservation Reserve Regulated
-  Patent Land

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Published in, February 2020

To: Mayor and Members of Council
From: Darwyn Sproule, Public Works Manager, P. Eng.
McKenzie Millar, Technical Services Officer
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: Motor Grader Purchase Update - Capital Budget Adjustment Request

Recommendation:

Be It Resolved That Council receives the Public Works Manager's (PWM) Administrative Report entitled "Motor Grader Purchase Update - Capital Budget Adjustment Request";
And That Council approve an increase to the approved capital budget for the replacement of the G94 (1994 grader) to purchase an All Wheel Drive Grader with a plow and wing at a cost of \$592,850.00 plus applicable taxes;
And That Council instructs the Treasurer to transfer the additional \$53,284.16 from the Roads Sustainability TCA.

Background:

Council previously approved replacing the G94 – 1994 Caterpillar Articulated Grader within the budgeted amount of \$550,000 under the Capital Asset Plan. Current pricing received through the Canoe Procurement Group of Canada, per the certified vendors list, for the replacement unit (Caterpillar 120 AWD Motor Grader) with a wing and plow, is \$592,850.00 plus applicable taxes.

This represents an increase of \$53,284.16 over the originally approved budget.

Researched By:

McKenzie Millar, C.Tech, rcji, BCIN

Comments:

Rationale for additional equipment costs:

Craig Rear Postless Wing – \$33,500.00

- Improves the grader's ability to clear snow and shape road shoulders.
- Allows operators to move more material in fewer passes, saving time and fuel.
- Increased use moving forward such as: wing banks back rather than utilizing a plow truck, plowing of side roads/gravel roads (*particularly in early or late season storms when there isn't frost in the ground*), also useful on road projects to move material.

98" Front Mounted Plow – \$20,050.00

- Allows the grader to assist with snow clearing during large winter storms.
- This machine requires weight on the front to allow for successful grading with the postless wing. If no plow is affixed on the front, weights have to be purchased. The plow is a more versatile purchase, rather than weights.

Summary:

This configuration will allow the grader to be deployed during frost cycle conditions when heavier plow trucks are restricted from accessing back roads, maintaining winter maintenance coverage.

Financial Impact:

Original Capital Plan Budget:

Description	Amount
List Price	\$777,096.45
LAS Canoe Member Discount	\$-
	264,212.79
Toromont Preferred Customer Discount	\$-30,218.72
Base Grader Subtotal	\$482,664.94
Freight, Admin Fees	\$7,055.06
Equipment Service Manuals	\$2,700.00
Lubecore Auto Lube System - Supplied and Installed	\$12,800.00
Fenders - Supplied and Installed	\$14,200.00
Reversing Fan	\$6,000.00
Extended Warranty - 84 month/3000HR powertrain, hydraulics and tech. (Standard Warranty is only 12 months)	\$13,880.00
Communication Radio (Reuse unit from 1994 grader)	\$0
Additional Required Options Subtotal	\$56,635.06
Base Grader + Required Options Items	\$539,300.00
Non-Recoverable HST (1.76%)	\$9,491.68
Total Cost of Replacement Grader	\$548,791.68
Allocated Amount for Replacement in Capital Budget	\$550,000.00
Budget Remaining	\$1,208.32

Requested Budget Increase:

Description	Amount
Base Grader + Required Options Subtotal	\$539,300.00
Craig Rear Mount Postless Wing - Supplied and Installed	\$33,500.00
98" Front Mounted Plow	\$20,050.00
Base Grader + Required Options Subtotal + Wing and Plow Subtotal	\$592,850.00
Non-Recoverable HST (1.76%)	\$10,434.16
Total Cost of Replacement Grader	\$603,284.16
Allocated Amount for Replacement in Capital Budget	\$550,000.00
Requested Budget Increase Value	\$53,284.16

Strategic Implications:

Sustainable Core Services.



To: Mayor and Members of Council
From: McKenzie Millar, Technical Services Officer
Approved by: Corey Klatt, Chief Administrative Officer
Date of Meeting: 10 Apr 2026
Re: New Grant Opportunity - All Risk Municipal Grant

Recommendation:

Be It Resolved That Council receives for information the Technical Services Officer's Administrative Report entitled "Grant Opportunity - All Risk Municipal Grant";

And That Council approves submitting an Application for Funding to Local Authority Services (LAS) to purchase three (3) mobile weather station cameras;

And That the Chief Administrative Officer (CAO) is authorized to sign the All Risk Municipal Grant Application for Funding and Agreement if successful;

And That Staff will update Council at a future meeting regarding the status of the All Risk Municipal Grant Application.

Background:

Local Authority Services (LAS) is a non-profit group created by the Association of Municipalities of Ontario (AMO) to support municipalities through programs and services.

LAS now offers an All Risk Municipal Grant, which provides funding to Ontario municipalities for projects that improve safety and reduce risk.

The grant provides \$10,000 to three municipalities to help fund projects such as road safety improvements, better monitoring systems, and other ways to protect people and municipal assets.

The goal of the program is to help municipalities take practical steps to improve safety and reduce risk.

The grant application deadline is Friday, May 1st, 2026, at 4:00PM.
Successful applicants will be notified by Tuesday, June 30th, 2026.

Researched By:

McKenzie Millar, C.Tech, rcji, BCIN, Technical Services Officer

Comments:

The Township is currently a member of KSMI (Kinetic Smart Management Intelligence), an online weather monitoring system used to support municipal operations. At this time, the Township does not

have any KSMI cameras and relies on online weather forecasting and staff physically driving Township roads to verify conditions.

Neighbouring municipalities, including Lennox and Addington County and Lanark County, have purchased cameras directly from KSMI and integrated them into their existing systems to further support winter operations.

KSMI cameras are solar-powered, easy to install, and provide regular images of road conditions through the existing online platform. This allows staff to monitor and verify conditions in real time.

While the Township is still required to patrol roads, these cameras will support operations by confirming forecasted conditions and providing early awareness of changing or unpredicted weather events. Given that all Township boundary locations are a minimum of twenty minutes from municipal facilities, having live visual information will assist staff in making timely and informed decisions when dispatching crews.

Adding cameras at Harlowe Road, Elphin-Maberly Road (Snow Road area), and Ardoch Road would provide coverage of key entry points and improve overall weather awareness.

The cameras will improve operational efficiency, support better decision-making, and enhance road safety.

Financial Impact:

The cost for KSMI cameras is approximately \$1,500.00 per unit (one-time), with an ongoing cost of \$50.00 per month per camera for service and data.

Installation is estimated at \$1,500.00 per location.

For the proposed three camera locations (Harlowe Road, Elphin-Maberly Road, and Ardoch Road), the estimated cost would be:

- Camera purchase: $3 \times \$1,500.00 = \$4,500.00$
- Installation (including posts): $3 \times \$1,500.00 = \$4,500.00$
- Total upfront cost: **\$9,000.00**
- Monthly cost: $3 \times \$50.00 = \$150.00/\text{month}$
- Annual operating cost: \$1,800.00/year

If the Township's application is successful, the LAS grant would fund up to \$10,000.00 of the project. The Township would be responsible for the ongoing annual subscription cost of approximately \$1,800.00 per year.

Strategic Implications:

Sustainable Core Services - Continue to invest in municipal infrastructure

Committee of Adjustment Minutes

1:00 PM - Monday, November 24, 2025

Council Chambers

Present: Gary Wood (Chair); Carl Tooley (Member); and Brent Smith (Alternate Member)

Absent with Regret: Jim Ogilvie (Member)

Also Present: Brooke Drechsler, Secretary/Treasurer; Tara Mieske, Clerk/Planning Manager; Marnie Geerlinks, Administrative Assistant to the Clerk's Department; Councillor Roy Huetl, Council Liaison; and Jennie Kapusta, Community Planner, County of Frontenac (Electronic Participation)

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *November 24, 2025*

56-25 Moved by Brent Smith, Seconded by Carl Tooley

Be It Resolved That the Committee approves the Agenda dated November 24, 2025, as circulated.

Carried

4. Appointment of Chair

a) *Appointment of Chair for 2026*

57-25 Moved by Carl Tooley, Seconded by Brent Smith

Whereas, at the meeting held February 24, 2025, the Committee passed Resolution #1-25 appointing Garry Wood to sit as Chair until the last meeting in 2025;

Therefore Be It Resolved That, per Section 6.0 of the Committee Procedural By-law, the Chair shall be elected by members of the Committee;

And That the Committee appoints Garry Wood to sit as the Chair for the year.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

6. Delegations

None.

7. Adoption of Minutes

a) Minutes of Meeting

58-25 Moved by Brent Smith, Seconded by Carl Tooley

Be It Resolved That the Committee adopts the Minutes of a Meeting held October 27, 2025, as circulated.

Carried

8. Business Arising Out of Minutes

None.

9. Zoning By-law Amendment Application (Recommendation to Council)

None.

10. Consent Applications

- a)** *File #B12/24: Part of Lots 23 and 24, Concession 8 - Creation of New Lot*
File #B13/24: Part of Lots 23 and 24, Concession 8 - Creation of New Lot
File #B14/24: Part of Lots 23 and 24, Concession 8 - Creation of Right-of-Way
File #B15/24: Part of Lot 23, Concession 8 - Creation of Right-of-Way
File #B16/24: Part of Lots 23 and 24, Concession 8 - Application for Lot Addition

Colin Scott, Agent for the applications, was present for the meeting.

Jennie Kapusta, Community Planner, provided an overview of the consent applications for the following development:

- Files B12/24 and B13/24 - Creation of two new lots;
- File B14/24 - Creation of Right-of-Way (ROW) for access over the proposed lots in favour of the proposed lot #2 and the retained parcel;
- File B15/24 - Creation of ROW over 1069 Perry Lane to connect Perry Lane to the proposed ROW being created through B14/25; and
- File B16/24 - An application for consent for a lot addition to 1069 Perry Lane.

Kapusta noted Appendix A to the Planning Report was amended to put the conditions for File B14/24 Creation of ROW into a separate recommendation.

Files B12/24, B13/24 and B14/24 - Two New Lots and Proposed Right-of-Way

Kapusta advised the proposed new lots meet the required area and water frontage set out in the Zoning By-law. She advised the proposed ROW (File B14/24) will bisect the proposed new lot to service the new lot #2 and the retained parcel. She noted the ROW will serve as an access from the new ROW being created through application number B15/24 to the proposed severed and retained lots. Kapusta advised there are significant natural hazard concerns on the property, including identified wetland areas and steep slopes. She noted Mississippi Valley Conservation Authority has raised concerns the proposed ROW may be too close to the steep slope. She advised if it is determined the ROW is within the required setback from the toe or crest of a steep slope, further assessments will be required.

Kapusta advised Lot #1 (File B12/24) has areas that are fairly flat; however Lot #2 has less flat areas and appears to have more erosions hazards. She noted the lots have areas shown as suitable for the installation of sewage disposal systems. She advised MVCA provided a report identifying concerns with wetland areas and erosion hazards for the building envelopes and ROW; therefore recommended including a condition requiring a survey sketch be provided to identify the location of the ROW and building envelopes on each proposed lot to determine if a slope stability assessment is required which may include further engineering requirements prior to construction.

Kapusta advised the area north of the proposed lots show extensive wetland and watercourse areas, as well as erosion hazards. She noted the size of the subject property and topography made it difficult to identify the location of the ROW through the proposed new lots.

File B15/24 - Proposed Right-of-Way (1069 Perry Lane - Applicant: Caperchione)

Kapusta advised the proposed ROW will connect the newly created lots to the existing Perry Lane, with a length of 98 metres +/- . She noted the ROW will be located at the rear of the subject property and follow along the nearby Hydro corridor. She advised there is a steep slope at the end of Perry Lane, which has been identified as an area of concern by MVCA and County Planning staff.

Kapusta noted there is an existing ROW on the property, located in front of the existing dwelling. She advised the existing ROW may be discharged upon completion of the proposed ROW.

File B16/24 - Lot Addition

Kapusta advised a small parcel will be transferred to 1069 Peery Lane. She noted there is a small structure on the proposed parcel to be transferred; and that the structure will have to be removed or a change of use obtained as the Zoning By-law does not permit a Secondary Dwelling Unit on a waterfront parcel.

General Comments

Kapusta advised the proposed ROWs must be constructed using the standards set out in the Private Lanes Study to ensure emergency access. She noted the creation of the ROWs will require a review by a qualified engineer, with written confirmation the ROWs meet construction standards. She advised a survey sketch will be required prior to any construction to ensure access to the new lots is within the boundary lines of the ROW crossing over 1069 Perry Lane and does not encroach onto any neighbouring properties.

Kapusta advised comments were received from a member of the public expressing the following concerns:

- Increased run-off from the proposed ROW may impact the existing septic and garage.

Kapusta advised any proposed development cannot create a negative impact on neighbouring property.

- Vehicles using the proposed ROW may come in contact with the existing garage. With respect to the location of the existing garage, Kapusta advised the Zoning By-law sets out a setback of 3 metres from a Right-of-Way for any accessory structure to minimize any impacts.
- The proposed ROW does not meet private lane standards which will impact emergency vehicle access.

Kapusta advised this has been addressed as a condition of severance by requiring an engineering report to ensure the ROW is properly constructed and meets the private lane standards.

- How will the proposed ROW affect existing ROW over Perry Lane?

Kapusta noted there are no changes proposed to the existing ROW.

- Trespass concerns with creation of new ROW

Kapusta advised the access must be within the boundaries of the existing ROW and on the property described as 1069 Perry Lane.

Kapusta recommended approval of all the applications subject to the conditions included in the Planning Report.

Tooley advised he attended the site and noted the proposed ROW runs in a zig zag formation. He asked Mr. Scott (agent) if this is the path the ROW will take. Mr. Scott advised the intent with the roughed in ROW area was to establish an area; however the path of the ROW can be adjusted. He noted by going on an angle to the Hydro corridor then continuing to the proposed lots, it would potentially reduce the erosion hazard. Tooley asked for clarification of the width of the existing ROW. Mr. Scott advised the existing ROW is approximately 27 feet in width.

Tooley advised he attended the site three times over the past year with County and Township planning staff. He advised it will be challenging to create the ROW with the steep slopes and sharp corners and agrees with the condition requiring an engineer to

confirm the ROW meets the Private Lane policy. He recommended approval of the applications subject to the conditions included in the Planning Report.

Smith asked if permission to cross 1049 Perry Lane to access the proposed lots had not been granted. Kapusta advised there is an existing ROW over 1049 Perry Lane cannot be changed; and that vehicular travel is only permitted within the surveyed area.

Wood noted the severity of the curves in the proposed ROW may require the envelope of the ROW to be moved and asked for clarification of the process. Kapusta advised the 20 metre width is the minimum requirement, with more space permitted if required. She noted the condition is written with the 20 metre width defined as a minimum.

59-25 Moved by Carl Tooley, Seconded by Brent Smith

Be It Resolved That Consent Application Files #B12/24 and #B13/24 for the creation of two new lots shall be approved subject to the conditions noted in the Planning Report;

And That the Secretary shall issue the Notice of Decision by December 8, 2025;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

60-25 Moved by Brent Smith, Seconded by Carl Tooley

Be It Resolved That Consent Application File #B14/24 for the creation of a Right-of-Way shall be approved subject to the conditions noted in the Planning Report:

And That the Secretary shall issue the Notice of Decision by December 8, 2025;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

61-25 Moved by Carl Tooley, Seconded by Brent Smith

Be It Resolved That Consent Application File #B15/24 for the creation of a Right-of-Way shall be approved subject to the conditions noted in the Planning Report;

And That the Secretary shall issue the Notice of Decision by December 8, 2025;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of

Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

62-25 Moved by Brent Smith, Seconded by Carl Tooley

Be It Resolved That Consent Application File #B16/24 for a Lot Addition shall be approved subject to the conditions noted in the Planning Report:

And That the Secretary shall issue the Notice of Decision by December 8, 2025;

And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.

Carried

11. Minor Variance Applications

None.

12. Other Business

None.

13. Adjournment

a) Motion to Adjourn

63-25 Moved by Carl Tooley, Seconded by Brent Smith

Be It Resolved That the meeting adjourns at 2:04 p.m. until January 26, 2026, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary/Treasurer

Economic Development Task Force Minutes

10:00 AM - Monday, March 16, 2026

Council Chambers

Present: Councillor John Inglis (Chair); Deputy Mayor Roy Huetl; Cyndy Bonello; Paul Thiel; Dan Vaillancourt and Betty Hunter

Absent with Regret:

Also Present: Brooke Ross, Dipl.M.A., Manager of Community Development (MCD); Sonya Bolton, Manager of Community Planning, Frontenac County and Lori Newman (Secretary)

1. Call to Order

The meeting was called to order by the Chair at 10:00 a.m.

2. Traditional Land Acknowledgement

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Economic Development Task Force Notes

- a) Notes of the February 17, 2026 EDTF Meeting as approved via email and were received for information at the February 27, 2026 Regular Meeting of Council.

5. Presentations

- a) Sonya Bolton, Manager of Community Planning, Frontenac County re: Community Improvement Plan (CIP)

Sonya Bolton, Manager of Community Planning, Frontenac County, provided an overview of the feedback received at the February 27, 2026 Open House regarding the amendments and improvements to the Township Community Improvement Plan. The next steps for moving this document forward will be holding the Formal Public Meeting on April 10, 2026 prior to presenting to Council. The EDTF had no further comments or changes.

6. Business Arising

- a) Work Plan

1. Increased number of business startups and expansions

- a. Welcome Package – Bonello

Cyndy Bonello and the MCD have completed going through the Welcome Package contents to ensure that all information is up to date and have put together a stock of updated packages to provide to the new property owners as requested.

b. Business Dinner & Forum (April) – Vaillancourt, Huetl, Hunter

The Business Dinner and Forum working group advised that the Invitations have been sent out to the Businesses for the Business Dinner & Forum taking place on Friday, April 17, 2026 from 5:00 p.m. to 8:00 p.m. at the Clar-Mill Hall in Plevna. The MCD advised that she is starting to receive responses confirming attendance. The EDTF requested that the MCD send a follow-up email to the businesses that have not responded.

c. Business Profiles –Thiel

Paul Thiel completed the March 2026 Business Profile on “UltraMar” in Cloyne and will be working on the April Business Profile in the next few weeks.

d. National Tradesman Day Breakfast (Sept) – MCD

The MCD advised the EDTF that planning for this event will not begin until August 2026.

e. Improvement of Township Community Improvement Plan – Inglis, Huetl, MCD

The MCD advised the EDTF that the Public Meeting for the Proposed Amendments to the Township’s Community Improvement Plan will take place on Friday, April 10, 2026 at the Township Municipal Office at 9:00 a.m.

f. Bi-annual Business Owners Workshop Meetings – Bonello, Vaillancourt

Cyndy Bonello and Dan Vaillancourt advised that the first Bi-annual Business Owners Workshop Meeting details have been finalized and is scheduled for Wednesday, June 10, 2026 from 7:00 p.m. to 9:00 p.m. at the Barrie Community Hall in Cloyne. The working group requested that the MCD send the invitations out to the businesses in April and to place an advertisement in the Frontenac News in May.

2. Increased Tourism

a. Attend Two (2) Tradeshows – Bonello, Thiel, Hunter

The working group reported that the March 13-15, 2026 Quinte Sportsman Boat and RV Show partnered with Central Frontenac’s Economic Development Committee was a great success. They reported that there was lots of traffic at the booth and they went through the majority of the handouts. The location of the booth was in a much better position this year which resulted in better visitor numbers. They also suggested that they request to be beside the ATV club at future shows as the groups referred people back and forth throughout the event. The groups will begin preparing for the Outdoor and Adventure Travel Show in Ottawa (April 25 & 26, 2026). Councillor John Inglis (Chair) and Dan Vaillancourt volunteered to assist Betty Hunter and Cyndy Bonello at this show.

b. SummerFest (July) – Bonello, Inglis, Vaillancourt

The sub-committee will plan to meet in April to begin working on SummerFest. Cyndy reported that she has already started making calls regarding potential vendor booths. Roy Huetl requested that the MCD try to obtain a completion date on the roof over the Plevna rink so that planning can take place with or without this

as an option.

c. WinterFest (February) – Bonello, Inglis, Hunter

The WinterFest sub-committee reported that the 2026 WinterFest on February 21st was not as well attended as the 2025 WinterFest - possibly due to the weather, as well as the omission of the Talent Show portion of the Festival (which was cancelled due to lack of talent submissions). It was also mentioned that there were several other area events taking place on the same date. The sub-committee may consider holding the event on Family Day weekend in 2027. Cyndy Bonello will prepare and provide a 2026 Winterfest Debrief for the next EDTF meeting.

d. ATV Trails (including K&P Trail) Opportunities and Promotion – Huetl, Bonello

Roy Huetl and Brooke Ross met with Richard Allen, Manager of Economic Development, County Of Frontenac, Ottawa Valley ATV Club and Frontenac ATV Club to discuss options for organizing and promoting ATV Tours/Rides with routes planned within & throughout North Frontenac Township. Richard advised that he will look into GPS options for mapping trails. The Frontenac ATV Club and the Ottawa valley ATV Club are also both very interested in increasing the number of trails and rides in North Frontenac Township. The Ottawa Valley ATV Club is hosting a Ompah Spring Ride on Saturday, April 25, 2026. Roy Huetl and Cyndy Bonello have more meetings scheduled to continue progressing with this initiative.

e. Strengthen relationship with Frontenac County Economic Development Team – County Representatives

The new County Community Development Officer has been hired and will be introduced to the EDTF at the April 20th EDTF meeting.

f. Advertising Initiatives to improve visitors coming to North Frontenac

The MCD advised the EDTF that the 2026 Economic Community Development Student, Alyssa Borger, will be working on a brochure style map when she returns in May. This type of map has been requested by visitors, businesses and new residents alike and should be completed and available this summer

b) Mural Project - MCD

The MCD reported that 6 applications have been received for the 2026 Art Mural Project. The EDTF agreed to accept all applications and have added a 6th location. The EDTF decided on the following six locations for the Mural Artists:

Plevna Waste Site – Leane & Brian Bailey

Municipal Office – Michelle Ross

Sand Lake Beach – Hunter Beeg

Dempsey Cemetery – Amy Kay

Mississagagon Lake Boat Launch – Stevie Driscoll

Harlowe Cemetery – Logan Bruyea

The EDTF would like to have the murals completed and unveiled for the September or October Volunteer Appreciation Dinner.

The MCD will notify the applicants of their locations after the meeting.

7. New Business

- a) Cottage Life - Article - North Frontenac Astronomy Park - [These are the 10 best places for late-winter stargazing in Canada - Cottage Life](#)

The MCD summarized an article from Cottage Life Magazine in the March 2026 issue identifying North Frontenac Astronomy Park as one of 10 best places for late-winter stargazing in Canada.

8. Adjournment

- a) Meeting adjourned at 11:08 a.m.

**NOTE : The next meeting of the EDTF will take place on Monday, April 20, 2026 at 10:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.
Recommendations to Council**

Be It Resolved That Council receives for information the March 16, 2026 Notes of the Economic Development Task Force (EDTF).

Received by Council on April 10, 2026.

Councillor John Inglis, Chair

Environmental Task Force Notes

9:00 AM - Tuesday, March 31, 2026

Council Chambers

Present: Councillor Roy Huetl (Chair); Deputy Mayor John Inglis; Councillor Fred Fowler; Paul Asselin; Marlene Spruyt; Mike Ward; and Katie Surra

Absent with Regret: Bruce Moore

Also Present: Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M., and Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager, Dipl. M.A.

1. Call to Order

The Chair called the meeting to order at 9:02 a.m.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Environmental Task Force Notes

- a) ***Notes of the Environmental Task Force Meeting dated February 24, 2026 as approved via email and received for information at the March 20, 2026 Regular Meeting of Council.***

No comments.

5. Business Arising

a) ***Work Plan Update***

1. Short Term Rentals- Bruce Moore, Kate Surra and John Inglis

Councillor Inglis advised Council received the Administrative Report regarding Short Term Rentals and was supportive of the recommendations of the Task Force. Deputy Mayor Huetl asked if there was an anticipated date for the draft By-law to be presented to

Council for consideration. Mieske advised she has begun the background research; however the timing of the draft By-law to Council will depend on the volume of day-to-day work. Mieske advised staff will try to have a draft prepared by the end of the summer. Councillor Inglis noted once the By-law is in place, surrounding Townships may look to North Frontenac for guidance because none of the neighbouring Townships have implemented By-laws. Deputy Mayor Huetl advised the Policy Advisor for Air BnB has offered to provide consultation when the By-law is being drafted. He will provide their contact to staff.

2. Septic Inspection Programs - Bruce Moore, Kate Surra, Roy Huetl and Fred Fowler
Deputy Mayor Huetl advised that Council received an Administrative Report from the Public Works Manager and Clerk regarding Mandatory Septic Inspections and approved the recommendation included in the report. The recommendation included extending the voluntary inspection program with the Mississippi Rideau Sewage System Office to include mandatory inspections on recent sales.

3. Net Metering - John Inglis, Paul Asselin and Marlene Spruyt
Asselin provided an overview of a net metering solution versus a load displacement solution. He noted both systems involve similar hardware (i.e. panels on roof which are tied to the building). He noted a net metering solution the power generated by the system is fed into the Hydro One grid and the Township would receive credits for the power generated to be used to offset the power used. A load displacement system provides up to the level of power being used and if it is exceeded the system reduces or shuts down the generation of power.

Asselin advised he prepared a table to compare three companies with respect to load displacement system. He noted he did a cost analysis and resulted in an average cost of \$220,000. A rebate is being offered for load displacement systems in the amount of \$75,000. Therefore; the Township's investment would be \$150,000. He advised there is less savings with the load displacement system than the net metering system but there is also less capital investment.

Note: Due to technical difficulties, connection through Zoom was unavailable at the beginning of the meeting. Once the Zoom meeting was started, Bruce Moore joined the meeting electronically.

Councillor Fowler asked what the advantages of implementing a system would be. Asselin noted the change of the system is a choice, with the attractiveness being based on the reduced costs for energy over the years. He noted the grid is underpowered, which will have an impact on the cost of electricity over the next few years. He advised net metering appears to be the more popular option from a society perspective.

Surra asked if the installation of a new system would require additional staff with specific knowledge to monitor. Asselin noted he does not know of the skill set of current Township employees; however the monitoring of the systems do not require certain education (i.e.

electrical engineer), perhaps someone with an interest in the technology. Spruyt noted this type of project has less visibility than fixing a road, making it more difficult to engage the public.

Ward noted the financial analysis was created for 12 years, however the panels should have a longer lifespan than that. He asked if the companies had provided any information on returns over a longer term. Asselin noted the system would have a 25 year warranty; and that if the panels are monitored and cared for, they should last the full extent of this time.

Councillor Inglis asked if the next step for the Task Force is a presentation to Council. Mieske noted information has been provided to the Township Treasurer for review. Inglis noted the Task Force should select one option to present to Council. Asselin agreed and noted the Task Force should consider the option that is most advantageous to the Township.

Spruyt asked if there were any savings if the Township went with load displacement system with a battery back up. She noted the demand for electricity is increasing through the province and must be addressed by Hydro, with upgrades to the system. Asselin noted when Hydro is more comfortable with taking the power and assimilating it into the system, there may be better rebates. He advised the cost of batteries are going down, with manufacturing increasing as the demand for renewable energy increases globally.

Asselin will prepare a presentation to be reviewed by the Task Force prior to presenting to Council at the May 21, 2026 Council meeting.

b) ALTO High Speed Train

The Task Force agreed to amend the Agenda to have the discussion regarding the proposed ALTO High Speed Train at this time.

Deputy Mayor Huetl advised Surra asked for this item to be included in the agenda for discussion. She has written a letter outlining her concerns with respect to the ALTO High Speed Train to North Frontenac's MPP, MP, and other government bodies. Surra advised the public comment period would be ending on April 25, 2026. She advised if the proposed project is located in North Frontenac there would be a significant environmental impact that has never been seen here before. She advised the project involves a large fenced area, resulting in habitat fragmentation; surface and ground water pollution (de-icing treatment); and construction noise and disturbance. She noted the train has a turning radius of 7 kilometres; and that the train will not go around lakes or wetlands, but through those areas.

Inglis asked if the letter is suggesting an alternate route, such as Kingston or South Frontenac.

Surra noted her suggestion would be for the rail line to go towards Highway 401. She noted there are no large barriers to wildlife movement in North Frontenac; however the

rail line would stop this movement (i.e. deer moving from high ridges to swamp land areas). She advised she recently read a report advising the impacts of the construction of the rail line would negate any green house emissions improvement for 20-30 years. She advised this is an opportunity to flag concerns and provide comments through the public engagement process. She noted the proposed rail line runs from one urban centre to another urban centre, with no benefit to rural northern areas.

Deputy Mayor Huetl asked if Surra could condense the letter and provide to Council on behalf of the ETF for inclusion in the April 10, 2026 Agenda package as public consultation closes April 25th. The Task Force endorsed the letter prepared by Surra and encourages residents to provide comments on the proposal (Attachment #1). The Task Force also requested this information be provided to the North Frontenac Lake Association Alliance to be provided to their membership.

Work Plan (con't)

4. Invasive Species - Roy Huetl, Fred Fowler and Mike Ward

Ward advised the survey that was previously discussed by the Task Force is still active. He noted the Ontario Federation of Anglers and Hunters (OFAH) agreed to provide the survey to members; it will be circulated province wide with input from hunters and anglers regarding the impact of invasive species. This will be followed by engaging a smaller group in North Frontenac to gather information specifically on invasive species in the Township.

5. Carrying Capacity of Lakes

Deputy Mayor Huetl advised this type of project requires input from various people and agencies (i.e. County Planning staff, Conservation Authorities). It was the consensus of the Task Force to defer this Work Plan item until the end of 2026 beginning of 2027.

6. Community Engagement

Mieske advised Ange Defosse will continue to work on the quarterly newsletter with the topics/items provided by the Task Force. It was the consensus of the Task Force to focus on Invasive Species for the spring newsletter. Mieske will contact Meghan Ward for information to provide to Defosse to prepare the newsletter.

[ALTO HSR Route Through North Frontenac](#)

6. New Business

a) *Update on Conservation Authority Amalgamation - Roy Huetl*

Deputy Mayor Huetl advised he will be meeting with the Minister of Environment, Conservation and Parks with other board chairs to discuss the amalgamation. He noted Mississippi Valley Conservation Authority will be amalgamated Rideau Valley, Raisin Region, and South Nation to form the St. Lawrence River Regional Conservation Authority. There are concerns with funding for infrastructure within North Frontenac. He

advised there will be no North Frontenac representative on the board. The Board Member will be appointed by County Council.

b) **Quarterly Newsletter**

Previous Topics: General Spring Update (composting, native planning, Garden Club roadside clean-up, etc); Septic Maintenance information; Recycling; and Microplastics.

Discussed under Work Plan

c) **Earth Day - April 22, 2026 "Our Power, Our Planet" - [Earth Day Website](#); [Earth Day Canada Website](#)**

- **3rd Annual Pitch In For Mother Earth - Land O'Lakes Garden Club and Lions Club - Saturday, May 9th – 9:00am-2:00pm**

Mieske advised in the past the Township has issued a Proclamation regarding Earth Day.

7. Adjournment

- a) **Meeting adjourned at 10:36 a.m. until April 28, 2026 at 9:00 a.m.**

8. Recommendations

- a) **Draft Motion**

Be It Resolved That Council receives the Notes from the Environmental Task Force dated March 31, 2026 for information;

And That Council receives the information prepared by Katie Surra, Environmental Task Force Member which was endorsed by the Task Force and encourages residents to provide comments on the proposed High-Speed Train to ALTO; Scott Reid, MP; Prime Minister Carney; and the Federal Minister of Transportation;

And That Council proclaims April 22, 2026 Earth Day and instructs the Clerk to post the Mayor's proclamation on the Township's website and social media platforms.

Councillor Roy Huetl, Chair

Summary of Concerns Regarding the Proposed ALTO HSR Route Through North Frontenac

Project Summary:

The Alto High-Speed Rail project is a federally supported plan to build Canada's first high-speed rail network, with about 1,000 km of electrified, passenger-dedicated track connecting Toronto, Ottawa, Montréal, and Québec City, with trains reaching 300 km/h. Estimated to cost \$60–90 billion, Alto will be built in phases beginning with the Ottawa–Montréal segment around 2029–2030.

Alto is currently considering two potential paths between Ottawa and Peterborough. If selected as the preferred alternative the proposed northern route will pass directly through the Township of North Frontenac. The following social and environmental concerns have been identified:

An Urban – Urban Connection: Environmental and Social Justice

North Frontenac is home to fewer than 2,000 permanent residents. Nearly 20% of residents live below the low-income measure, and median household income is the lowest in Frontenac County. Residents are less likely to hold a certificate, degree, or diploma than Ontario's population overall. Introducing a major infrastructure project that provides no direct benefit to residents while imposing significant environmental and social burdens raises serious environmental justice concerns. Such inequitable impacts contradict the principles outlined by Environment and Climate Change Canada regarding fair distribution of environmental costs and benefits.

Community Fragmentation

The Township relies heavily on its extensive network of roads, private lanes, ATV/snowmobile trails, and access routes essential for emergency services, tourism, and daily life. A fully fenced HSR corridor risks closing roads and trails, severing access to homes and businesses, disrupting emergency response, and dividing long-standing rural communities. Individual property owners risk property fragmentation, or portions of their property becoming unusable.

Habitat Fragmentation and Ecological Impacts

The proposed corridor cuts through provincially and regionally significant wetlands and ANSIs and the Algonquin-to-Adirondacks (A2A) wildlife corridor — one of the most important ecological linkages in eastern North America. Endangered and threatened species such as golden eagles, Blanding's turtles, and least bitterns rely on these intact landscapes. A fully fenced HSR line would create unprecedented habitat fragmentation, block wildlife movement, and introduce noise pollution that extends well beyond the cleared corridor. Even with engineered wildlife crossings, the impact would be permanent and irreversible in many cases.

Housing Affordability Concerns

Large work crews required during HSR construction could significantly strain the limited housing supply, as seen in other rural regions experiencing major infrastructure projects. The impact of an influx of temporary workers into North Frontenac, where residents are already struggling to secure housing, poses a risk to housing affordability for local, permanent, residents.

Tourism Impacts

Tourism is a core component of the Township's economy. Visitors are drawn to the area for its natural beauty, quiet lakes, wildlife, and trail systems. Construction and operation of the HSR threatens the Township's primary source of economic activity.

Water Quality

Construction and long-term maintenance of the proposed HSR corridor pose significant risks to water quality in North Frontenac. Vegetation clearing, blasting, and grading can increase sedimentation and turbidity, degrading cold-water trout habitat and altering wetland hydrology, while accidental spills of fuel, lubricants, or concrete wash water from heavy machinery threaten both surface and groundwater. Over the long term, rail operations require winter maintenance and de-icing compounds which can degrade water quality in small lakes and wetlands.

Dark Sky Preservation

North Frontenac's Dark Sky Preserve attracts visitors seeking pristine night skies and supports nocturnal wildlife. Lighting from HSR infrastructure and passing trains would compromise this important environmental and tourism asset.

Emergency Response Limitations

Catastrophic rail incidents, though rare, are a known risk internationally. North Frontenac lacks the emergency services to respond to mass-casualty events involving high-speed rail. This introduces new risks to local responders, residents and passengers.

Long-Term Infrastructure Planning

A route that bypasses the Brockville–Kingston–Belleville corridor fails to serve a rapidly growing population and limits future connectivity options. High-speed rail should be planned with long-term regional needs in mind, and the northern routing does not align with this objective.

Next Steps

The project team is currently seeking public comment. ***You can provide your comments until April 24, 2026.***

1. Find out more on the Alto Train website: <https://www.altotrain.ca/en>
2. Register to receive continuous updates: <https://www.altotrain.ca/en/stay-updated>
3. Provide your feedback: <https://en.consultation.altotrain.ca/shaping-the-canada-of-tomorrow-with-high-speed-rail>



**Resolution of the Regular Council
of the Corporation of the Township of North Frontenac**

Date: March 20, 2026

Resolution # 103-26

Moved By:
Councillor Fred Fowler

Seconded By:
Councillor Mike Hage

Be It Resolved That Council approves the Notice of Motion from Councillor Fowler; and will discuss advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project at an upcoming meeting.

Carried

Mayor



Report 2026-026

Council Recommend Report

To: Warden and Members of County Council

From: Kevin Farrell, Chief Administrative Officer

Prepared by: Jannette Amini, Clerk's Office

Date of meeting: March 18, 2026

Re: **Corporate Services Support in the Prioritization and Full Funding by the Province of Ontario of the Kingston Health Sciences Centre Redevelopment Project**

Recommendation

Whereas the Kingston Health Sciences Centre (KHSC) is the largest acute care and cancer centre in Southeastern Ontario, serving more than 500,000 residents across a broad regional catchment area including Lennox & Addington, Frontenac, Hastings, Prince Edward County, Leeds & Grenville, and more; and

Whereas KHSC's primary hospital site Kingston General Hospital is operating in an aged, constrained facility, with critical infrastructure that no longer meets modern health-care standards for patient safety, accessibility, and clinical innovation; and

Whereas the proposed KHSC redevelopment project, including a major rebuild of KGH and the Cancer Centre of Eastern Ontario, will strengthen regional access to emergency services, surgical care, maternal and pediatric care, cancer care, and specialized programs that local hospitals rely on; and

Whereas ensuring the Province of Ontario prioritizes and funds the KHSC rebuild will provide significant benefits to all municipalities in the region, reducing service backlogs, improving patient care, and supporting equitable health-care outcomes; and

Whereas the City of Kingston, in its advocacy with the province for the KHSC rebuild and within its capacity is helping them on land potential in the city's west end, and

Whereas a unified regional voice is essential to demonstrate to the provincial government the urgency and broad community support for investment in modern, resilient, and future-ready hospital infrastructure in Southeastern Ontario, and

Whereas the province is currently consulting Ontarians about their 2026 budget priorities and this is a time for Frontenac and neighbouring communities to express their continued support for this project to have it included in their budget;

Therefore Be It Resolved That Council of the County of Frontenac supports the City of Kingston's motion on advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project;

And Further That the County of Frontenac add its support in advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project; and,

And Further That a copy of this motion of support to be sent to the City of Kingston, the Kingston Health Science Centre, the Hon. Doug Ford, Premier of Ontario, the Hon. Sylvia Jones, Minister of Health, Deputy Minister of Health, Secretary of Cabinet, the Hon. Kinga Surma, Minister of Infrastructure, John Jordan, MPP, Lanark-Frontenac-Kingston, and Ted Hsu, MPP, Kingston and the Islands, urging immediate advancement of the KHSC rebuild in the provincial capital plan

Background

The KHSC provides tertiary and acute care services to over 650,000 residents across Southeastern Ontario. The redevelopment of hospital infrastructure is critical to meeting the healthcare needs of our growing population and requires provincial approval to move forward.

Some municipalities have publicly expressed their support, most recently the Township of South Frontenac, the City of Belleville and the Town of Gananoque at their council meetings, which resulted from a motion that was raised and approved at Kingston City Council in December 2025.

Comment

KHSC leadership is hoping to track which municipalities have discussed or endorsed this initiative so they can appropriately acknowledge that support.

This is being brought forward to Frontenac County Council to advise Council about the City of Kingston motion and to have the County of Frontenac express its support through a formal resolution.

This information will help KHSC leadership understand the breadth of regional support and ensure it properly recognizes those municipalities standing with them in advocating for improved healthcare infrastructure for Southeastern Ontario.

Strategic Priority Implications

Priority 4 Maximize Administrative Leadership within the County Administration

- Ensure efficient and responsible financial management of County resources.
- Ensure transparency and accountability of the governance of the County of Frontenac (Council and its Committees).
- Ensure community engagement remains a continued priority and to develop dynamic solutions to improve citizen awareness/involvement in County of Frontenac activities and to promote collaboration with member municipalities.

Financial Implications

There are not financial implications associated with this report.

For Council reference, in 2018, the County of Frontenac has pledged \$55,061 annually for 10 years to the University Hospitals Kingston Foundation. The County has recognized \$440,488 for eight of ten payments, as of December 31, 2025.

Prior to that the County made a 10-year commitment and contributed \$540,000 (\$54k/year)

Organizations, Departments and Individuals Consulted and/or Affected

Phil Piasetzki, Acting Treasurer



Council Portfolios

Council Members have been appointed to various Portfolio/Liaison positions. Council Members will provide a verbal update to Council on their positions during the Council Portfolio section of the Agenda. If any action is requested, an Administrative Report or Notice of Motion shall be provided by the Council Member. Updates and recommendations from Council Committees/Task Forces will be provided through the applicable Minutes/Notes.

Mayor Gerry Lichty

Portfolio: County Business	Responsibility: Update Council on County Council Activities and Decisions
Portfolio: North Frontenac Lake Association Alliance (NFLAA)	Responsibility: Council Liaison
Portfolio: Municipal Services Corporation	Responsibility: Provide Updates from the Board of Directors

Councillor Wayne Good – Ward 1

Portfolio: Township of North Frontenac	Responsibility: Municipal Road Inspector
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: Council Liaison

Councillor Mike Hage – Ward 1

Portfolio: Lakelands Family Health Team	Responsibility: Council Liaison
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: Council Liaison

Deputy Mayor Roy Huetl – Ward 2

Portfolio: Committee of Adjustments/Planning Advisory Committee	Responsibility: • Council Liaison
Portfolio: Mississippi Valley Conservation Authority (MVCA)	Responsibility: • Board Member
Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: • Council Liaison

Councillor Vernon Hermer – Ward 2

Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: • Council Liaison
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Councillor Fred Fowler - Ward 3

Portfolio: Eastern Ontario Trails Alliance (EOTA)	Responsibility: • Board Member
Portfolio: North Frontenac Trails Enhancement	Responsibility: • Provide updates to Council
Portfolio: County Business – Second Member	Responsibility: • Update Council on County Council Activities and Decisions
Portfolio: Lake Associations – Ward 3 Lakes	Responsibility: • Council Liaison
Portfolio: Seniors And Law Enforcement Together (SALT)	Responsibility: • Provide updates to Council
Portfolio: Frontenac Ontario Provincial Police (OPP)	Responsibility: • Council Representative on the Frontenac OPP Detachment Board

Councillor John Inglis – Ward 3

Portfolio:

Lake Associations – Ward 3 Lakes

Responsibility:

- Council Liaison

The Corporation of the Township of North Frontenac
By-law # 2026-20

To Close, Stop up and Sell a Part of the 66' Original Road Allowance

Whereas it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called 'The Corporation', that part of the 66' original road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owners as they may direct;

And Whereas notice of this By-law has been posted at least ten days prior to the meeting on the Township Website; and on the said road allowance;

And Whereas Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard;

Now therefore the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowance shall be sold to the adjoining owner as follows:
 - a) **Part 1 on Registered Plan 13R-23491** as a lot addition to the lands described as PIN 36186-0120 for the purchase price of \$12,099.94 plus \$1,572.99 (HST) for a total of \$13,672.93;
 - b) **Part 1 on Registered Plan 13R-23492** as a lot addition to the lands described as PIN 36177-0433 for the purchase price of \$4,2151.15 plus \$547.97 (HST) for a total of \$4,763.12.
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that Part of the said 66' original Road Allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that Part of the 66' original Road Allowance hereby permanently closed.
5. That Schedule "A" forms part of this By-law.
6. That Tony Fleming, legal counsel for The Corporation, is hereby authorized to amend Schedule "A" descriptions as may be required to carry out the intended transaction and finalize the registration of this By-law.
7. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.
8. All resolutions, by-laws or parts of by-laws which are contrary to or inconsistent with this by-law are hereby repealed.

Read a first and second time this 10th day of April, 2026.

Read a third time and finally passed the 10th day of April, 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk

SCHEDULE 'A'

All That Part of the Shore Road Allowance lying in front of Lot 8 South West Range, Geographic Township of Clarendon, The Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23491 (Big Gull Lake);

All That Part of the Shore Road Allowance lying in front of Lot 18, Concession 7, geographic Township of Barrie, Township of North Frontenac, County of Frontenac being, Part 1 on Registered Plan 13R-23492 (Big Gull Lake).

The Corporation of the Township of North Frontenac
By-law # 2026-21

Being a By-law to Adopt the Township of North Frontenac’s Tree Canopy and Natural Vegetation Policy

Whereas Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a municipality shall adopt and maintain policies with respect to how the municipality will protect and enhance the tree canopy and natural vegetation in the municipality;

Now Therefore Be It Resolved That the Council of the Corporation of the Township of North Frontenac hereby enacts as follows;

- 1. That the Tree Canopy and Natural Vegetation Policy attached as Schedule ‘A’ is hereby adopted.
- 2. That this By-law shall take force and effect upon being passed.

Read a first and second time this 10th day of April, 2026.

Read a third time and finally passed this 10th day of April, 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule 'A' to By-law #2026-21

1. Purpose

Section 270 (1) 7. of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality shall adopt and maintain a policy with respect to the manner in which the municipality will protect and enhance the Tree Canopy and Natural Vegetation within the municipality.

2. Scope

This Policy applies to all public and private lands, excluding Crown lands in the Township. This Policy does not take priority over any other By-law, Policy or Agreement.

3. Definitions

In this By-law:

Natural Vegetation means native and non-invasive plant life that grows in the Township without human intervention, specifically excluding manicured lawns and horticultural landscapes.

Township means the Corporation of the Township of North Frontenac

Tree Canopy means the coverage mature tree crowns have on a property.

Vegetative Buffer means an area of dense vegetation intended to slow runoff and trap sediment adjacent to a riparian corridor, lake or steep slope.

4. North Frontenac's Tree Canopy

The Township has a large land area and a small population. Further a large portion of the Township is comprised of Crown Land. As such, the existing tree canopy in the Township is sizable. To determine the exact extent of the Township's tree canopy, a detailed municipal tree inventory would be required. However, given the distribution and density of trees within the Township, completing one would be a significant undertaking. As such, an accurate representation of the tree canopy cover is not currently available.

An estimation of the tree canopy can be derived from the Ministry of Natural Resources and Forestry "wooded area" Geographic Information System (GIS) layer which has been incorporated into Frontenac Maps.

5. Tree Canopy and Natural Vegetation Benefits

There are many benefits to protecting and enhancing the Tree Canopy and Natural Vegetation, including:

- a. Reducing heating/cooling costs: Tree Canopies and Natural Vegetation shield against wind and snow; and can also insulate buildings in the winter reducing heating costs. Canopy shade can also reduce cooling costs
- b. Improved quality of life: Time spent in greenspace improves mental health; reduces stress; and increases physical well-being
- c. Provide wildlife habitat: Tree Canopies and Natural Vegetation create an ecosystem to provide habitat and food for birds, mammals, reptiles and insects.
- d. Better air quality: Tree Canopies and Natural Vegetation filter out many common airborne pollutants.
- e. Carbon sequestration: Tree Canopies can mitigate carbon emissions and help fight climate change.
- f. More privacy: Tree Canopies and Natural Vegetation provide a natural barrier that obstructs views and reduces sound between properties.
- g. Stormwater management: Tree Canopies and Natural Vegetation alter and

slow the path of rainfall, recharge groundwater, reduce surface water contaminants and can prevent erosion along slopes.

6. The Value of Shoreline Vegetation and Buffers

Tree Canopies and Natural Vegetation along or adjacent to a shoreline help to stabilize shorelines and protect water quality. For instance, the roots of trees prevent erosion by keeping soil in place, while natural vegetation slows the velocity of rainfall resulting in reduced off-site movement of soil particles and mitigates the impact of flooding.

Further, shoreline vegetation traps sediments and pollution, which helps to maintain water quality, moderate water temperatures and prevent algae blooms and excessive weed growth. It provides critical habitat for aquatic and land wildlife.

7. Maintaining the Tree Canopy and Natural Vegetation

The Township and the residents are encouraged to maintain the existing tree canopy and natural vegetation, removing as little vegetation as possible when establishing roads, building sites and servicing facilities. If trees or vegetation are removed for development, consideration should be given to replacing the trees and/or vegetation in an alternate location upon completion of the development.

Throughout the Township, the preservation of trees on public and private property along streets and roads specifically shall be encouraged, except where removal is necessary because of disease, damage or to ensure public health and safety.

8. Shoreline Vegetation

Vegetated areas adjacent to watercourses, lakes, rivers and wetlands serve an important function including: protecting the riparian and littoral zones and associated habitat; preventing erosion; siltation and nutrient migration; maintaining shoreline character and appearance; and minimizing the visual impact of development among others.

Shoreline vegetation shall be maintained in a predominantly natural state with tree cover and ground vegetation retained as development occurs in order to continue to serve these functions. Shoreline buffers should be composed of natural vegetation (not grass) with a broad corridor of undisturbed vegetation and shall have minimal trail access.

9. Where to Plant

Consideration should be given to where trees and vegetation are planted. The location of a tree should take into account the future size of the tree as it relates to property lines, utilities, a building's foundation and roof; and septic systems.

10. What to Plant

Consideration should be given to the types of trees and plants being planted. Natural vegetation is recommended when planting trees and plants. Invasive tree and plant species should not be planted on property within the Township.

11. Replanting

Consideration should be given to replanting areas that have been cleared of trees and natural vegetation. Contacting the applicable Conservation Authority and/or the Ministry of Natural Resources and Forestry (MNR) for assistance with replanting plans is recommended.

The Corporation of the Township of North Frontenac

By-law # 2026-22

Being a By-law to Delegate certain authorities during a Restricted Authority “Lame Duck” Council Period

Whereas Section 275(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (‘the Act’) provides “The council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that the new council will include less than three-quarters of the members of the outgoing Council;

And Whereas Section 275(2) of the Act provides the determination under subsection (1) is made after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations or after voting day, the determination shall be based on the declaration of results of the election including declarations of election by acclamation;

And Whereas Section 275(3) of the Act provides the actions referred to in subsection (1) are:

- a. The appointment or removal from office of any officer of the municipality;
- b. The hiring or dismissal of any employee of the municipality;
- c. The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- d. Making any expenditure or incurring any other liability which exceeds \$50,000;

And Whereas Section 23.1 of the Act states that Council is authorized to delegate certain powers and duties;

And Whereas Section 5 of the Act provides that a municipality’s power shall be exercised by By-law;

And Whereas the Council of the Corporation of the Township of North Frontenac deems it expedient and necessary to delegate certain authorities during the restricted authorities period if applicable;

Now Therefore Be It Resolved That the Council of the Corporation of the Township of North Frontenac hereby enacts as follows;

1. That the Chief Administrative Officer is hereby delegated authority to remove Officers of the Township of North Frontenac which have ceased employment with the Corporation and for hiring and removal of any employee of the Township.
2. That the Chief Administrative Officer is hereby delegated authority, including authority to execute the agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
3. That the Chief Administrative Officer is hereby delegated authority as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000.
4. That this delegated authority take effect at such time as it can be determined, and confirmed by the Township Clerk, that the Council of the Corporation of the Township of North Frontenac becomes subject to the restricted act provisions, as stipulated in Section 275 of the Act, and that such delegated authority will only take effect, and be limited to the restricted act period of Council and shall expire when the newly elected Council for the term November 15, 2026 to November 14, 2030 is sworn.

5. That in the extended absence of the CAO the CAO Back-up shall have the same authority as the CAO under this by-law.
6. That upon exercising delegated authority under this By-law, the Chief Administrative Officer shall provide a report to Council at the next regularly scheduled meeting.

And That this By-law shall come into force and effect upon its final passage;

And That all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

Read a first and second time this 10th day of April, 2026.

Read a third time and finally passed this 10th day of April, 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law #2026-23

**Being a By-law to Establish a Procedural Policy for Members of Council,
Committees and Task Forces; and to repeal By-law #2025-35**

Whereas Section 238 of the *Municipal Act*, S.O. 2001, c.25, as amended (the *Municipal Act*) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

Now Therefore the Council of The Corporation of the Township of North Frontenac deems it expedient to enact a by-law to adopt a Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac;

And That the Council of The Corporation of the Township of North Frontenac does hereby adopt the Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac attached hereto as Schedule 'A';

And That this "Procedural Policy" applies to and binds all Members of Council/Committees of the Township of North Frontenac;

And That should any sections of this By-law, including any section or part of any Schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining Sections shall nevertheless remain valid and binding;

And That By-law #2025-35 is hereby repealed in its entirety;

And That all Resolutions, By-laws or parts of By-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

And That this By-law shall come into force and take effect on the date of final passing;

Read a first and second time **April 10, 2026**

Read a third time and finally passed this **April 10, 2026**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule 'A' to By-law #2026-23

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1.0 Introduction

The procedures and rules included in this policy address both basic procedural items and other more complex questions and issues that might arise in Council or Committee Meetings. Well documented procedures and rules result in more productive Meetings and lessen the amount of extraneous debate on unrelated topics.

This Policy will provide the rules of conduct for Members of Council and Committees to govern the affairs of the Township of North Frontenac in an accountable and transparent manner; and sets the minimum standard for the behavior of Members in carrying out their functions. It has been developed to assist Members to:

- a) Understand the standards of conduct that are expected of them;
- b) Fulfill their duty to act honestly and exercise reasonable care and diligence; and
- c) Act in a way that enhances public confidence in local government.

In all matters and under all circumstances, the Members of Council/Committees shall be guided by and shall have regard to the Municipal Conflict of Interest Act, 1990 c.50, or its successor, and amendments thereto and the Code of Conduct for Members of Council.

2.0 Definitions

In this By-law:

Agenda means the Orders of the Day.

CAO means the Chief Administrative Officer of the Corporation of the Township of North Frontenac appointed by the Mayor or Council in accordance with Section 229 of the Municipal Act. The Manager appointed as the CAO Back-up shall fulfill the duties of the CAO in their absence.

Chair means the person chairing the meeting. For Council it is the Mayor and, in their absence, the Deputy Mayor. For a Committee of Council, it is the person appointed as the Chair.

Clerk means the Clerk, Deputy Clerk or Acting Clerk appointed by Council or such person designated in writing by the Clerk in accordance with Section 228 of the Municipal Act.

Closed Session means a Meeting or a part of a Meeting, which is closed to the public when the subject matter being considered complies with Section 239 of the Municipal Act.

Committee of Council means an advisory Committee, appointed by the Mayor or Council of which all Members are also Members of Council who are appointed for a special purpose.

Committee – External shall be appointed by Council By-law in accordance with Legislation or an Agreement for a specific function and shall have its own Procedural Policy.

Council means the Council of the Corporation of the Township of North Frontenac.

Council Chambers means the room in which the proceedings of Council take place, excluding those areas where Members of the public and the media may listen to proceedings.

Defer means to delay or postpone to a future Meeting.

Deputy Mayor means a Member appointed at the Inaugural Meeting of Council to serve as the Deputy Mayor.

Ex-Officio shall refer to the Mayor who is permitted to act by virtue of office.

Holiday means a Holiday as set out in the Employment Standards Act, 2000, and/or the Township's Personnel and Employment Policies and Procedures Manual, as amended.

Manager as defined in the Personnel and Employment Policies and Procedure Manual.

Mayor is the Member of Council who is elected at large by general vote and shall perform the duties of Head of Council, as set out in the Municipal Act or any other Act, as amended.

Member means a Member of Council duly elected or appointed to serve on the Council or a Committee of Council.

Motion means a formal written proposal for action, drafted by staff or a Member, and presented for consideration, discussion and a vote by Council or a Committee of Council.

Municipal Act means the Municipal Act S.O. 2001, c.25, as amended.

Point of Order means a matter that a Member, the CAO or the Clerk considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

Question of Privilege means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

Refer means to direct a matter under discussion back to staff, Committee, agent or organization for further consideration or to obtain additional information.

Resolution a written Motion adopted or defeated by a majority of Council and shall include the original Motion or an amendment to the original Motion.

Rules of Order means the rules of procedure and order established by this By-law to regulate conduct during a Meeting of Council/Committees. In the event of a question of procedure arising from this By-law, Robert's Rules of Order 12th Edition shall be referenced for clarification.

Task Force means an advisory Committee made of Council Members, voluntary sector members and staff who are appointed by Council for a special purpose or to address a specific task.

Time Sensitive means a situation in which the timing to initiate and/or complete a matter is paramount, but the time available to follow normal procedures or processes is insufficient.

Town Hall Information Session means Information Sessions that are designed to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda.

Township means the Corporation of The Township of North Frontenac.

Website means the official Website of the Corporation of the Township of North Frontenac – www.northfrontenac.com or the Township's Civic Web portal - <https://northfrontenac.civicweb.net/>.

3.0 Meetings

3.1 Meeting Location

All Meetings shall be held in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna Ontario unless otherwise stipulated in the public notice provided.

3.2 Open to the Public

All Council and Committee Meetings shall be open to the public, unless authorized to be a Closed Session for reasons allowed under the Municipal Act. Members of the public will be permitted to attend open Meetings electronically, provided the venue where the Meeting is held is able to accommodate an electronic meeting.

When electronic participation is permitted, the Clerk will include the registration details in the Agenda package.

3.3 Notice

The Clerk shall provide notice of Council and Committee Meetings by means of an electronic Agenda. Supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda.

Failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

The Clerk shall give notice of any changes to Council and Committee Meeting dates by posting notice of the change on the Website.

3.4 Regular Meetings

Notice

The Clerk shall give annual Notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates at the Community Halls and Municipal Office and adding the dates to the Website calendar at the beginning of each calendar year and displaying the meeting date on the Municipal Office's Electronic Sign at least 48 hours in advance of the Meeting.

Members of Council shall generally receive notice at least five calendar days before the day of the Regular Meeting. Agendas shall be posted on the Website not later than 48 hours preceding the date of the Meetings.

Meeting Dates

At the beginning of the term at the first Regular Meeting of Council and in subsequent years at a regularly scheduled meeting in September or October, Council shall determine the Regular Meeting schedule for the upcoming year including the frequency of meetings, day of the week and time of commencement.

Upon receipt of a petition of the majority of the Members of Council or a Resolution of Council, the Clerk shall alter the date, time and/or place or dispense with a Meeting of Council, provided that 48 hours' notice of the new meeting date is posted by the Clerk on the Website and social media sites.

3.5 Special Meetings

Notice

The date and time of the Meetings will be added to the Website calendar, added to social media, and displayed on the Municipal Office's Electronic Sign, if time permits 24 hours preceding the meeting.

Members of Council shall generally receive notice 24 hours before the day of the Special Meeting. Agendas shall be posted on the Website, if time permits 24 hours preceding the meeting. The Clerk will attempt to provide more notice.

Calling of Meetings

A Special Meeting may be called under the following circumstances to address a specific topic(s):

- a) The Chair may, at any time, summon a Special Meeting including the purpose, time and date;
- b) Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose, date and time mentioned in the petition; or
- c) By Resolution of Council, including the purpose, date and time.

Upon receipt of the summons or petition the Clerk shall contact Members to ensure a quorum can be established for the Special Meeting. Members shall be notified at least 24 hours before the time appointed for such meeting by email, telephone or in-person as determined by the Clerk.

3.6 Public Meetings

Notice

The Clerk shall provide notice in accordance with the Township's Notice Requirement Policy and/or applicable legislation.

Calling of Meetings

A Public Meeting shall be held to seek public consultation/input from the public where required by legislation or policy. Council may pass a Resolution to hold a Public Meeting on a specific matter and shall include the date and time. Council shall determine if Members of Council, staff or the public will be permitted to attend the Public Meeting electronically.

3.7 Public Meetings convened under the Planning Act, R.S.O. 1990, c.P.13

The date and time of Public Meetings under the Planning Act will be determined by the Clerk and in accordance with the Notice requirements as set out in the Planning Act.

Any person wishing to speak on a matter on the Public Meeting agenda will be permitted to speak for a maximum of five (5) minutes. They will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual. Speakers will only be permitted to speak once during the public meeting, unless otherwise permitted by the Chair. They will be encouraged to provide their comments in

writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

Council will be given sufficient time to consider public input prior to making a decision on the matter.

3.8 Emergency Meetings

The Clerk shall provide notice as soon as possible prior to the meeting. However, the Meeting may be held without notice, provided an attempt has been made by the Clerk to notify the Members about the Meeting in the most expedient manner.

3.9 Inaugural Meeting of Council

The Inaugural Meeting of Council shall be held November 15th at 1:00 p.m. in the year of the Municipal Election in the Council Chambers. If November 15th is a Saturday, Sunday or Holiday, Council shall meet on the following Monday.

The Clerk shall act as the Chair until the Mayor has taken the Oath of Office.

Members shall take the Oath of Office in the form prescribed by the Minister of Municipal Affairs and administered by the Clerk.

The Clerk shall determine the items to be included in the Inaugural Agenda, such as the playing of the National Anthem, greetings from Dignitaries, Dressing of Chain of Office, and the Mayor's Address.

Council shall set the date for the next Regular Meeting of Council at the Inaugural Meeting.

The following shall be appointed by Resolution at the Inaugural Meeting of Council:

- a) Deputy Mayor (Followed by an Appointing By-law);
- b) Appointments under Section 9 excluding Council Portfolios; and
- c) External Committee (i.e. Committee of Adjustment/Planning Advisory Committee and Joint Fire Committee for the Kaladar/Barrie Fire Department).

The Clerk shall arrange for a small reception to follow the Inaugural Meeting.

Members are not permitted to participate electronically in the Inaugural Meeting, unless there is a Declared Emergency. Members of the public may attend the Inaugural Meeting electronically.

3.10 Budget Meetings and Process

As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. The budget must be proposed on or before February 1 of each year. If the Mayor does not propose a budget to Council by February 1, in accordance with the Act, the Treasurer shall prepare a budget for Council's consideration. Council can vote to adopt the budget as proposed.

After receiving the Mayor's proposed budget, Council may, within 30-days, pass motion(s) to amend the proposed budget. Council may pass a resolution to reduce the 30-day amendment period. If Council does not approve amendments within the 30-day amendment period, the budget is deemed to be adopted as proposed.

Within 10-days of the expiry of the Council amendment period, the Mayor may Veto any amendments by way of Mayoral decision.

The Mayor may shorten the 10-day Veto period. The Clerk will provide a copy of the Mayor's Decision to each Member of Council by the next business day.

Within 15-days of the expiry of the Mayor's veto period, Council may vote to override the Mayor's Veto and is subject to the requirements found under definitions within this By-law as indicated under Part VI.1 of the Act.

If multiple amendments have been vetoed, each Veto is to be voted on separately. Council may pass a resolution to reduce the 15-day Veto Override period. An approved Veto Override cannot be further vetoed by the Mayor.

Once all processes have been satisfied, the budget is deemed to have been adopted.

3.11 Joint Councils Meeting

A Joint Councils Meeting may be called at the request of Council or another municipality's Council. The Mayor will work with the Head of Council of the other municipality to determine a date, time and place suitable for the Joint Councils Meeting. Joint Councils Meetings may be permitted to be held electronically.

The Clerk will work with the Clerk of the other municipality to prepare and circulate an Agenda for the Meeting.

Each Council shall consider an independent Motion at or following the Joint Meeting regarding any recommendation made during the Joint Councils Meeting which may be adopted by a majority of Council.

3.12 Closed Session

Per Section 239 of the Municipal Act, a Meeting or part of a Meeting of Council or a Committee of Council may be closed to the public if the subject matter being considered is:

- a) The security of the property of the Municipality or local board;
- b) Personal matters about an identifiable individual, including Municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;

- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an *Act* of Legislature or an *Act* of Parliament;
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; or
- l) The meeting is held for the purpose of educating or training the Members and at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of council or local board.

A Meeting shall be closed to the public if the subject matter being considered is:

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is the head of an institution for the purposes of the Act; and
- b) An ongoing investigation respecting the Municipality by the Ombudsman appointed under the Ombudsman Act.

All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO prior to the Meeting. At the CAO's discretion, confidential information may be provided to Managers or the Township's Solicitor.

All information, including but not limited to Agendas, Reports, Minutes, notes received, reviewed or taken in a Closed Session are confidential. The Clerk will ensure electronic access to Closed Meeting Agendas and Minutes are removed each term of Council. The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee of Council shall pass a Resolution stating the purpose for holding the Closed Session and the general nature of the matter to be considered, providing as much information as possible, without compromising the confidentiality of the matter.

A vote may be taken in a Closed Session only if it pertains to a procedural matter or for giving directions or instructions, by Resolution, to the CAO or a Manager. The CAO and Clerk may take confidential notes during the Closed Session.

The use of electronic recording or communication devices (including cellular phones) during a Closed Session is prohibited.

On return to Open Session under the “Rise and Report” Section on the Agenda, the Chair shall provide an overview of the general nature of the Closed Session, with as much information as possible, without compromising the confidentiality of the matter. A Motion may be considered under the “Rise and Report” Section on the Agenda where Council’s decision is to be made public.

The response of Members to inquiries about any matter dealt with at a Closed Session, prior to it being reported publicly, shall be “*no comment*”, or words to that effect. No Member shall release or make public any information provided for or considered at a Closed Session or discuss the content of such a Meeting with any other person excluding the CAO. Once the Chair has reported on the general nature of the Closed Session Agenda, this information only shall be considered public information and a Member may discuss only this information without being considered to be in violation of this Policy.

Approval of the Closed Session Minutes shall be considered by Council or the Committee of Council at the next Closed Session by Closed Resolution or Motion of a Committee.

3.13 Curfew

Regular Council and Committee Meetings shall stand adjourned after five consecutive hours, but business may be continued only upon a Council Resolution or Committee Motion passed by a majority vote. Curfew is not applicable to Special or Public Meetings.

3.14 Recording of Meetings

All Meetings of Council, with the exception of Closed Sessions, will be recorded, and published to a Township social media platform within one business day of the meeting as a service to the public. The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof or delay the publishing of the Meeting.

Recordings published to any social media platform are part of the public realm and as such are subject to alteration by individuals that access such recordings with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made to published recordings.

4.0 Responsibilities of Members and Conduct During Meetings

4.1 Rules of Conduct for Members

Members of Council/Committee, shall not:

- a) Speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General or a Lieutenant-Governor;
- b) Use offensive words or unparliamentarily language in or against the Council/Committee or against any Member, staff or member of the public;
- c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability;
- d) Engage in private conversations and use communication devices (including cellular phones) in a disruptive manner; or
- e) Disobey the rules of the Council/Committee or decision of the Chair or of Council/Committee on questions of order or practice or upon the interpretation of the Rules of Order. In the case where a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or subsequent Meeting.

4.2 Rules of Conduct for Members of the Public

The following rules of conduct shall apply to Members of the public, including, without limitation, Delegates/Presenters, during a Meeting:

- a) Members of the public shall maintain order and quiet and shall not address Council except with the permission of Council and shall not speak until being recognized by the Chair;
- b) No person shall display signs, banners, emblems, flags, placards or similar material, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council;
- c) When invited to address Council, no person shall use indecent, offensive or insulting language, or speak disrespectfully of the Royal Family, the Governor General, the Lieutenant Governor of any Province, any Member of the federal or provincial governments, any Member of Council or a committee, any Member of staff, or of any individual; or
- d) No person, with the exception of Members and staff, shall be allowed on the meeting floor during a meeting without the permission of the Chair.

Any Member of the public that breaches a rule of conduct set out above, or that otherwise disrupts a meeting, will receive a warning from the Chair. If the conduct persists, the Chair may ask the Member of the public to leave the meeting. If the person does not leave the meeting when requested by the Chair, the Member of the public may be expelled or excluded from the meeting.

4.3 Declarations of Pecuniary Interests

Members of Council and/or Committees shall at all times conduct themselves in accordance with the requirements of the *Municipal Conflict of Interest Act*, including any subsequent amendments, revisions and regulations thereto and the Council/Committee Code of Conduct.

At a meeting at which a Member discloses a pecuniary interest, the Member must file a written statement on the form provided by the Clerk of the Member's interest at the meeting, or as soon as possible afterwards.

The Clerk shall establish and maintain a registry in which the following shall be kept:

- a) A copy of each statement filed; and
- b) A copy of each declaration recorded.

The registry shall be available for public inspection on the Website.

4.4 Role of the Chair

The Chair is responsible for:

- a) The preservation of good order and decorum throughout Council/Committee meetings so that business can be carried out efficiently and effectively.
- b) Providing leadership;
- c) Ruling on Points of Order;
- d) Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council/Committee from any ruling of the Chair).
- e) Opening the Meeting by taking the Chair and calling the Members to order;
- f) Ensuring all Motions presented by the Members shall be received and submitted in the proper manner and acted upon in the order set out in the Meeting Agenda;
- g) Putting to a vote all Motions which are Moved and Seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- h) Declining to put to a vote Motions which infringe upon the Rules of Procedure;
- i) In the case of Council, authenticating by signature all By-laws, Resolutions and Minutes of Council/ Committee. In the case of a Committee, authenticating by signature all Motions;
- j) Representing and supporting Council/Committee, declaring their will and implicitly obeying its decisions in all things;
- k) Ensuring the decisions of Council/Committee are in conformity with the laws and By-laws governing the activities of the Township;
- l) Adjourning the Meeting without question in the case of grave disorder arising in the Council Chamber/Meeting Room;
- m) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and

- n) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.

4.5 Absence of the Chair

Council Meetings

In the absence of the Mayor or if they relinquish the chair for any reason, the Deputy Mayor shall be the Chair and while doing so shall have all the rights, authorities and powers of the Mayor, excluding Strong Mayor Powers. If both the Mayor and Deputy Mayor are absent, the Clerk shall call the Meeting to order. The Chair shall be chosen from the Members present who shall preside over the meeting. That Member of Council will discharge the duties of the Chair for that Meeting, or until the arrival of the Mayor or Deputy Mayor.

Committee Meetings

In the absence of the Chair, the Secretary shall call the Meeting to order. The Chair shall be chosen from the Members present and they shall preside over the meeting.

4.6 Rules of Debate

The following rules of debate shall apply:

- a) All Motions shall be in writing and signed by the Mover and Second, if the Member is present at the meeting. If the Member is participating electronically, their name shall be written in by the Clerk;
- b) All Motions shall be moved and seconded and read before they are debated and voted on;
- c) Each Member of Council/Committee or a staff Member shall indicate their desire to speak by raising their hand and shall not speak until recognized by the Chair;
- d) No Member of Council shall speak more than a total of five minutes on any question, except in explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce a new matter. A right of reply may be allowed to a Member who has made a substantive Motion to Council, and no Member shall speak to the same question or in reply, without permission of the Chair;
- e) When a Member makes a Motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the Members agree to put a Motion to a vote, the Motion and any amendments thereto will be submitted to a vote immediately without further notice;
- f) No Member shall speak on any subject other than the subject that is currently being debated;
- g) Through the Chair, a Member may ask for an explanation of any part of the previous speaker's remarks;
- h) Any Member may require a Motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking;
- i) When a written Motion is read, it shall not be withdrawn without the consent of the majority of the Members;

- j) When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a Question of Privilege, appeal from the decision of the Chair or raise a Point of Order;
- k) When a matter is under debate, no Motion shall be in order other than: to Refer/Defer; to vote on the matter or to amend;
- l) The Chair is permitted to debate;
- m) Debate shall be courteous and respectful;
- n) Members having conflicts of interest shall not debate the subject; and
- o) Members shall not debate issues with the public, and/or ask questions of the public during a meeting unless leave to speak has been given by the Chair.

5.0 Motions

5.1 Point of Order

A Member, the CAO or the Clerk may call a Point of Order for the following reasons:

- a) Rules of Procedure are breached;
- b) Use of improper, abusive or offensive language or comments toward any Member, staff or the public;
- c) Discussion outside the proposed Motion; or
- d) Informal or irregular proceedings.

When a member rises on a Point of Order, the Chair shall recognize the Member and request that the Point of Order be stated. No further business shall be conducted until the Chair has decided. The Chair shall rule on the Point of Order. If no Member appeals, the decision of the Chair is final. If a Member appeals to the Council, the Member shall have the right to state a case. A seconder is requested, the Chair shall have the right to reply and place the question before the Council who shall decide the question without debate, and its decision shall be final. In an appeal from the decision of the Chair, a tie vote sustains the Chair's decision.

5.2 Question of Privilege

Where a Member considers that the integrity of Members of Council as a whole has been called into question, the Member may, as a matter of privilege, rise at any time, no debate being allowed, for the purpose of drawing the attention of the Council to the question. Once moved and seconded, the Motion related to the Question of Privilege shall be disposed of by the Council, and following such disposition, the Motion so interrupted shall be immediately considered at the point where it was suspended.

5.3 Request for Information

Where a Member is uncertain of a particular issue being discussed, the Member may ask the Chair to clarify or if the Chair is unsure of the answer, may direct their question to another Member or staff. All requests for information shall be on the business pending or on a procedural question.

5.4 Call the Question

A Motion to close debate or put the question shall not be debatable or amendable and shall require a two-third vote. In the case of a seven Member Council this would be five Members. When a Motion to close debate or put the question is in the affirmative, the original Motion shall be put forward for a vote without debate or amendment.

5.5 Motion to Amend

A Motion to amend shall:

- a) be germane to the main Motion, meaning closely related to or having bearing on the subject of the Motion to be amended;
- b) have a Mover and a Seconder;
- c) be presented in writing when requested by the Chair;
- d) not be in order if it is contrary to the main Motion;
- e) only have one secondary amendment (better known as an amendment to an amendment);
- f) The Motion to amend (secondary amendment) shall receive disposition of the Council before a previous amendment is voted on – identified as the primary amendment to a main Motion; and
- g) be debatable, unless the Motion to which it adheres to, be un-debatable.

5.6 Motion to Defer

A Motion to Defer a matter shall be in order at anytime. It shall contain the reason why and a proposed date of return.

5.7 Motion to Adjourn

A Motion to adjourn is in order except when a matter is being debated; when a Member is speaker or a vote is being taken.

5.8 Suspend Rules of Procedure

Council may decide by Resolution to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

Council may, by Resolution, “waive” or suspend a rule of procedure with a majority vote of the Members present.

5.9 Reconsideration

A Motion for Reconsideration on a Matter:

- a) Shall only be introduced by a Member serving a Notice of Motion. The Mover of the Motion to reconsider may provide a concise statement outlining the reasons for proposing the amendment. However no debate on the matter to be reconsidered shall occur. The Notice of Motion rules shall apply and if the Notice

of Motion is passed, the matter being reconsidered shall be at a subsequent Meeting;

- b) Is not in order when the Resolution has been implemented, resulting in legally binding commitments that are in place on the date on which the Motion to reconsider is to be debated;
- c) Shall include new information introduced and allow for fresh debate of a Resolution previously adopted by Council as if the original debate had not occurred;
- d) Applies only to a matter previously decided by the current Council. A new Council may review any matter decided by a previous Council, provided the contractual agreements or obligations have not been completed; and
- e) Shall be brought forward only once in a 12 month period from the date the matter was first decided, unless new information is brought forward that might have reasonably affected the debate or the decision.

5.10 Voting

The following rules on Voting apply:

- a) When the Chair calls for the vote on a Motion, each Member shall occupy their seat and shall remain there until the Chair has declared the result of the vote, and during such time, no Members shall walk across the room to speak to any other Members or make any noise or disturbance;
- b) Every Member present at a meeting, when a question is put, shall vote unless disqualified to vote on the question;
- c) The manner for voting on a Motion shall be at the discretion of the Chair and may be by voice, show of hands, standing, or otherwise as clearly identified by the Chair;
- d) The Chair shall announce the result of every vote;
- e) At the request of a Member of Council, a Motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal. When a request is made to vote on a Motion containing several parts, where the parts are not able to stand alone if voted on, the Motion shall not be separated without a Motion, to separate approved by a majority of the Members present and voting;
- f) Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote;
- g) A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent;
- h) In the case of an equal division of votes on a Motion, the Motion shall be deemed to have been decided in the negative and defeated for want of a majority; and
- i) No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect.

5.11 Recorded Vote

If a Member present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members in alphabetical order of surname followed by the Chair. The Clerk will note the names of those who voted for and against and will announce the results. The results will be included in the Minutes.

6.0 Attendance and Quorum

6.1 Quorum

Greater than 50% of the Members of Council or a Committee of Council is required to achieve Quorum at a Council or Committee Meeting.

6.2 No Quorum Present

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Mayor shall call the roll and the Clerk shall take down the names of the Members present. One of the following three Motions can be legally called:

a) Motion to Adjourn

By calling this Motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.

b) Motion to Recess

The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.

c) Motion to set the time to which to re-adjourn the meeting

The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

6.3 Loss of Quorum During a Meeting

If a Quorum is lost during the Meeting then the Meeting shall stand adjourned and the only a Motion to Adjourn or Motion to set the time to re-adjourn shall be in order.

6.4 Conflict of Interest Act

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or Special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two.

6.5 Leaving a Meeting

A Member who wishes to leave a Council or Committee Meeting prior to the adjournment shall advise the Chair. The Clerk shall note the Member's time of departure in the Minutes.

6.6 Electronic Participation

Members may participate in Open Meetings electronically and when doing so shall be counted towards quorum. Members are limited to attend two (2) Regular Council Meetings through electronic participation without prior approval from Council.

Electronic participation will not be allowed at the following meetings:

- a) Inaugural Meeting of Council
- b) where a Resolution of Council requires in person attendance.
- c) Closed Meetings

The Township's Solicitor or other professionals may use electronic participation for a Closed Meeting at the discretion of the CAO.

6.7 Absenteeism or Leave of Absence by a Member of Council

The office of a member of Council will not become vacant if the member of Council who is absent for twenty (20) consecutive weeks or less, if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

All members will endeavor to provide substantive notice of such absence to the CAO at least forty-eight (48) hours prior to the commencement of the meeting from which the member shall be absent.

Where a member is absent from the Regular meetings of Council for more than three (3) consecutive meetings, Council shall consider a motion to suspend the Members remuneration until they return to active status as authorized by Council.

Where a member is absent from meetings of Council for three (3) successive months without being authorized to do so by a Resolution of Council, the office of the member shall be declared to be become vacant in accordance with the provisions of Section 259(1) and in accordance with Exceptions (1.1), (2), (3) and procedures as set out in Section 263 of the Municipal Act, 2001 shall apply.

6.8 No Quorum Possible

Should it become known in advance of a Regular or Special Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the Meeting and all business will be carried forward to the next Meeting. The Clerk will provide Notice of cancellation of the Meeting to all Members, the CAO, and the press and post it on the Website.

7.0 Agendas

7.1 General

The Clerk will prepare an electronic Agenda.

With the exception of Section 7.6 (Delegations), additions to the Agenda by individuals or groups will not be accepted by the Clerk after 4:00 p.m. 10 calendar days preceding a Regular Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless Council/Committee decides otherwise through a Resolution/Motion to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Regular Meeting.

The Agenda may be amended to permit a Time Sensitive matter to be considered by Council. The amended Agenda will be provided by the Clerk to Council.

7.2 Order of Business

Regular Meetings

The order of the Agenda may be changed at the discretion of the Clerk but shall contain the following:

1. Call to Order (including Notice on Recording Meetings*)
2. Traditional Land Acknowledgement*
3. Approval of Agenda
4. Disclosure of Pecuniary Interest and General Nature Thereof (Section 4.3)
5. Previous Public Meeting Matters (Section 7.3) (As required)
6. Business Profile (Section 7.4)
7. Presentation(s) (Section 7.5)
8. Delegation(s) (Section 7.6)
9. Adoption of Minutes – Council and Committees of Council (Section 7.7)
10. Business Arising Out of Minutes (Section 7.8)
11. Communications – Clerk’s Administrative Report (Section 7.9)
12. Members, CAO and Managers’ Administrative Reports (Section 7.10)
13. External Committee/Local Boards/Task Force Notes and Reports (Section 7.11)
14. Giving Notice of Motion (Section 7.12)
15. Motions, Written Notice of Which Have Been Given or Consideration of a Matter under the Strong Mayor Powers (Section 7.13)
16. Council Portfolios (Section 7.14)
17. Introduction and Reading of By-Laws (Section 8.0) (not applicable for Committees)
18. Public Forum (Section 7.15)
19. Closed Session (Section 3.11)
20. Rise and Report – from the Chair (Section 3.11)
21. Confirming By-law (Section 8.3) (not applicable for Committees)
22. Adjournment

Special Meetings

The Agenda for a Special Meeting may differ from a Regular Meeting Agenda, in that it shall only require the sections required to meet the purpose of the Special Meeting and shall be at the discretion of the Clerk.

However, the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks and Notice on Recording Meetings*)
2. Traditional Land Acknowledgement*
3. Approval of Agenda
4. Disclosure of Pecuniary Interest and General Nature Thereof
5. Public Forum
6. Confirming By-law (not applicable for Committees)
7. Adjournment

Public Meetings

The Agenda for a Public Meeting may differ from a Regular Meeting Agenda, in that it shall only require the Sections required to meet the purpose of the Public Meeting and shall be at the discretion of the Clerk. The matter discussed at a Public Meeting may be considered at the beginning of the next scheduled Regular Council Meeting or an upcoming Council Meeting.

However, the following shall be included in the Public Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks and Notice on Recording Meetings*)
2. Traditional Land Acknowledgement*
3. Approval of Agenda
4. Disclosure of Pecuniary Interest and General Nature Thereof
5. Public Comments
6. Adjourn

*Where there are subsequent Meetings, the Notice on recording meetings and the Traditional Land Acknowledgement will be included in the Agenda for the first meeting.

7.3 Previous Public Meeting Matters

The Clerk shall include this Section in a Regular Council Meeting Agenda for Council to consider matters which were previously subject to a Public Meeting.

7.4 Business Profile

The Chair and/or Members of the Economic Development Task Force (EDTF) may provide a Business Introduction to the Clerk at least 10 days prior to the meeting for inclusion in the meeting Agenda.

7.5 Presentations

Presentations are given by Township staff, consultants, representatives of an organization agency, board or service partner including status reports on projects, initiatives, programs or services. Presentations are subject to Council, CAO or Manager invitation.

The Presenter, CAO or Manager shall contact the Clerk to be scheduled for the appropriate Meeting. A copy of the presentation shall be provided to the Clerk by 4:00 p.m. 10 days prior to the meeting for inclusion in the meeting Agenda.

Presenters are limited to 30 minutes for their Presentation. The Chair may extend this time limit as deemed necessary. An additional 10 minute Council/Committee question period is permitted following each presentation. Time limits for Presentations do not apply to Presenters at a Special or Public Meeting that are set for that particular matter. Presenters are permitted to attend the Meeting electronically.

The number of Delegations and/or Presentations shall be limited to two per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting when preparing the Meeting Agenda or the volume of requests being received.

7.6 Delegations

Persons who wish to appear as a Delegation regarding a matter not included on the Agenda, shall make a request to the Clerk outlining the purpose of their Delegation to appear before Council or a Committee of Council, at least fourteen (14) days prior to the meeting. The Delegate shall provide the Clerk with a copy of their presentation by 4:00 p.m. 10 days prior to the meeting for inclusion in the Meeting Agenda.

Persons who wish to appear as a Delegation regarding a matter included on the Agenda, shall make a request to the Clerk and disclose the Agenda Item, subject matter and if applicable, provide all materials to be presented during the Delegation to the Clerk by no later than 2:00 p.m. on the day prior to the meeting. This information shall be provided by the Clerk to Council as an amendment to the Agenda.

The Clerk, in consultation with the Chair, shall have the authority to deem a Delegation inappropriate or outside the scope of Council authority and deny the item a place on the Agenda.

Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or a Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

Delegations are limited to 10 minutes. The Chair may extend this time limit as deemed necessary. An additional 10 minute Council/Committee question period is permitted following each presentation. Delegates are permitted to attend the Meeting electronically.

Members may only address a Delegation to ask questions for clarification and shall not express opinions or enter into debate or discussion with a Delegate.

No Delegate shall:

- a) Speak disrespectfully of any person;
- b) Use offensive language;
- c) Speak on any subject other than the subject for which they have received approval to address Council; or
- d) Disobey the rules of procedure or a decision of the Chair or Council/Committee.

The Chair may curtail any deputation, any questions of a debutante or debate during a deputation for disorder or any other breach of this By-law, and, if the Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw.

If a Delegation is requesting information or a decision from Council/Committee this matter shall be deferred until the next Regular meeting to allow Council/Committee to obtain the necessary information to make an informed decision. Council may instruct the Chief Administrative Officer to provide additional information at the next Regular meeting.

No Delegations shall be permitted on the following topics:

- a) Labour relations or staff negotiations;
- b) An application submitted under the *Planning Act*;
- c) Litigation or administrative tribunal proceedings that are either expected to proceed, that are currently proceeding, or that have already been decided by a court or tribunal;
- d) By-law Enforcement proceedings;
- e) Tenders, requests for proposals or other procurement issues;
- f) Marketing of products;
- g) Any matter that is not within the jurisdiction of Council/Committee; or
- h) Any matter that is properly the subject of a Closed Session.

No person shall be permitted to speak at a Meeting unless the above Delegation rules have been followed or permitted leave-to-speak is given by the Chair or by Resolution.

The number of Delegations and/or Presentations shall be limited to two per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

7.7 Minutes of Meetings

The Minutes of all Meetings of Council and Committees shall record:

- a) The place, date and time of the meeting;
- b) The name of the Chair, Members and staff in attendance;
- c) Disclosure of pecuniary interest and the general nature thereof;
- d) All other proceedings of the meeting without note or comment, with the exception of Public Meetings; and
- e) All Motions considered by Council and Committees and the disposition of same including the Motion number, whether the Motion was carried or lost as well as any amendments or other procedural matters.

The Minutes shall be placed on the next available Agenda of Council for adoption and in the case of Committee Meetings shall be included in the next Committee Agenda.

7.8 Business Arising Out of Minutes

Any unfinished business of a previous Meeting or additional information on a matter shall be listed under Business Arising out of a Previous Meeting. Generally the Resolution of Council from the previous meeting will be included with the additional information in the Agenda package.

7.9 Communications

The Communications package is made up of two Sections one being “A” items which are received for information only, the other being “B” items which require Council’s consideration. The Clerk will circulate all communications received for the Communications package to the Members in advance of the Agenda being circulated. All Communications will be included in the “A” Section, excluding communications from residents or agencies which require a response these will be included by the Clerk in the “B” Section for Council’s consideration.

If a Member wishes to have any item brought forward to the “B” Section for action they shall notify the Clerk prior to the Agenda being circulated or by Resolution at the Council Meeting/Motion at the Committee Meeting. In order to assist with the preparation of the draft Motion, a brief explanation and/or direction shall be provided at the time of the request.

7.10 Members, CAO and Managers’ Administrative Reports

Any staff report presented to Council for its consideration shall be listed on the Agenda.

All staff items of new business for the Agenda shall be presented in the form of an Administrative Report. All Member items of new business for the Agenda shall be presented in the form of an Administrative Report or Notice of Motion.

A Council/Committee Administrative Report shall be received in writing by the Clerk by 4:00 p.m., no later than 10 calendar days prior to the Meeting date.

For Committee Meetings, reports may also include items for discussion without an associated report.

7.11 External Committee/Task Force Notes and Matters

Minutes of External Committees will be included for Council's information.

Recommendations to Council from External Committees requesting consideration of a matter may also be included.

Notes of a Task Force will be included for Council's information. The Notes may contain recommendations which shall be in the form of a Motion and considered by Council.

7.12 Giving Notice of Motion

All Member new business shall be brought forward through a Notice of Motion or an Administrative Report.

A Notice of Motion shall be given in writing by a Member to the Clerk not later than 4:00 p.m. at least 10 calendar days preceding the next Meeting so the matter shall be included in the Agenda package or introduced by the Mover at a Council Meeting. The Motion shall be in writing.

A Notice of Motion shall not be considered or otherwise disposed of by Council unless the mover of the Motion is in attendance at the Meeting.

A Notice of Motion requires a seconder at the time of debate. If the Motion is passed the matter shall be brought before Council/Committee at the next Regular Council/Committee Meeting.

7.13 Motions, Notice of Which Have Been Given or Consideration of a Matter under the Strong Mayor Powers

These include a Notice of Motion which was approved by Council/Committee at a prior Meeting.

Per Section 284.10 of the Municipal Act, if the Mayor is of the opinion that considering a particular matter could potentially advance a prescribed provincial priority, the Mayor may require Council to consider a matter. No notice is required. A motion to refer or defer the matter is in order.

7.14 Council Portfolio Positions

Generally, no action shall be taken under Council Portfolios. If a Member would like action on an item with respect to a portfolio it should be presented to Council as an Administrative Report or Notice of Motion unless Council is agreeable to considering the matter at this time.

7.15 Public Forum

The Chair shall invite comments from the gallery provided the comments are pertinent to that Meeting's Agenda items only. No person shall speak more than a total of 5 minutes on all items. These Public comments will not form part of the Council Minutes.

8.0 By-laws

8.1 General

All By-laws shall be presented to Council in their Agenda package. By-laws shall be introduced by a Motion specifying the number assigned and the title or nature of the By-laws; and in typewritten form and shall contain no blanks except as may be required to conform to accepted procedures or to comply with provisions of any Act.

Any proposed By-law may be referred by Council to a Committee, staff, or the Municipal Solicitor for review and comment.

By-laws shall be given three readings prior to passage. A Motion may be considered for all three readings on the same day except when requested otherwise by Motion of the majority of the Members present or to comply with provisions of any Act. Upon passage, By-laws shall be signed by the Mayor and Clerk and embossed with the Corporate Seal of the Township.

All By-laws shall be passed in Council Meetings that are open to the public.

8.2 Strong Mayor Powers – Vetoing a By-law

If the Mayor is of the opinion that all or part of by-law could interfere with a Provincial priority, the Mayor may provide written notice to Council of the intent to consider vetoing the By-law. If the Mayor intends to consider vetoing the By-law, the Mayor shall provide written notice on or before the earlier of two days of the day Council voted in favour of the By-law.

A By-law shall be deemed not to have passed by Council until:

- a) If notice was not given of intent to consider vetoing, the day written approval of the by-law is given by the Mayor or two days after the day Council voted in favour of the By-law; or
- b) If notice was given of intent to consider vetoing, the day written approval of the By-law is given by the Mayor or 14 days after the day the Council voted in favour of the By-law.

The Mayor may veto the By-law by providing the Clerk a written veto document that includes the reasons for the veto.

If the Mayor vetoes a By-law, the Clerk shall by the next business day provide each Member of Council a copy of the written veto document and make the written veto document available to the public.

Within 21 days after the day the Clerk provides the written veto document to the Members of Council, Council may override the Mayor's veto if two thirds of the Members of Council vote to override the veto. In the case of a seven Member Council this would be five Members.

The Clerk shall provide notice of the Mayoral Directives by posting the decision on the Township's website. The Directives will be removed at the end of the calendar year.

8.3 Strong Mayor Powers – Propose a By-law

In accordance with Section 284.11 of the Municipal Act, if the Mayor is of the opinion that a By-law could potentially advance a Provincial priority, the Mayor may propose a By-law to Council and require Council to consider and vote on the proposed By-law at the meeting. The Mayor shall provide a copy of any proposed By-law to the Clerk and each Member of Council. A By-law proposed by the Mayor is passed if more than one third of the Members vote in favour of the By-law. In the case of a seven Member Council this would be three Members. The Mayor is permitted to vote.

8.4 Confirming By-law

Council shall employ a Confirming By-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-law.

9.0 Appointments – Positions and Procedures

9.1 Appointment Process

Nominations

Any Councillor may be nominated, or nominate themselves, for the position (excluding the Mayor for County Council or the Deputy Mayor position) and then present their case for filling the position.

Nomination Consideration and Vote by Council

All nomination Motions shall have a Mover and a Seconder to be placed on the table for consideration by Council. Each nomination Motion will be subject to a vote by Council. All Nominations approved by a majority of Council will be included in the vote.

Tally of Votes

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated. Each Member of Council may only vote for one Nominee. The votes will be tallied by the Clerk.

Majority Vote

The nominees that receive the majority support of Council will continue in the process. If only one nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

Multiple Majority Vote

In the event that two or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

Tie Vote

If a tie continues with two or more nominees, the names will be placed in a 'hat' and the CAO will draw one name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

No Majority Vote

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one name from that hat and the name so drawn will be appointed to fill the vacancy.

9.2 Appointment of County Council Members

The Appointment of County Council Members shall be in accordance with Section 9.1.

The County Council Second Member shall be appointed to serve on County Council along with the Mayor for the term of Council. The County Council Second Member shall be appointed by By-law.

The County Council Alternate Member appointed under Section 268 of the Municipal Act to act in place of a County Council Member when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy) shall be appointed at the Inaugural meeting of Council. The County Council Alternate Member shall be appointed by By-law. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Section 267 of the Municipal Act permits the appointment of a Member for a temporary vacancy. If a County Council Member is unable to act as a Member for a period exceeding one month or the seat becomes vacant and will not be filled for a period exceeding one month, the local Council may appoint one of its Members as an Alternate Member to act in place of the Member until the Member is able to resume acting as Member of County Council. Council will consider the appointment of this Member by By-law as required. This Member is not permitted to represent a Member at the Inaugural Meeting of County Council and Council Liaison Meetings. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Per the County Council Procedural By-law the remuneration and/or reimbursement of appropriate costs incurred by the County Council Alternate Member or the County Council Temporary Vacancy Alternate Member while serving in this capacity shall be the responsibility of the Township. The Alternate or Temporary Vacancy Member shall be provided a per diem at the same rate as the County of Frontenac sets for Members to attend special board meetings and/or Special Council meetings. It is also the responsibility of the County Council Member whose behalf an alternate will be serving to ensure a copy of the meeting Agenda is provided to the alternate in advance of the Meeting.

9.3 Appointment of Deputy Mayor

The Deputy Mayor shall be appointed at the Inaugural Meeting of Council in accordance with Section 9.1. The Deputy Mayor position is a one-year term and will be open for nomination on an annual basis every November. The incumbent is free to run for this position. If no other Councillor wishes to run for the position of Deputy Mayor, the incumbent may remain in the position. The Deputy Mayor position shall be appointed by By-law.

9.4 Appointment of Frontenac Ontario Provincial Police (OPP) Detachment Board Member

The Frontenac OPP Detachment Board Member shall be appointed at the Inaugural Meeting of Council in accordance with Section 9.1 to serve on the Frontenac OPP Detachment Board for the term of Council. The Frontenac OPP Detachment Board Member shall be appointed by Resolution.

9.5 Appointment of Municipal Services Corporation Board Member

The Municipal Services Corporation Board Member shall be appointed at the Inaugural Meeting of Council in accordance with Section 9.1 to serve on the Municipal Services Corporation for the term of Council. The Municipal Services Board Member shall be appointed by Resolution.

9.6 Council Portfolio Positions

Council Portfolio positions provide a connection between Council and agencies or groups.

Council Portfolio Positions that are not discretionary shall be filled (i.e. Lakelands Family Health Team, County Task Forces, etc.) as recommended by the Mayor and appointed by Resolution within three months of taking office or within the timeframe required by the outside agency and/or legislation.

Discretionary Council Portfolio positions shall be determined by Council and filled accordingly (i.e. liaison positions with community groups/organizations, etc.) as recommended by the Mayor and appointed by Resolution.

9.7 Removal of Council Members from Boards, Agencies or Portfolio Positions

In order to ensure the efficient and effective operation of the Board, Agency or group, it is important the Members attend and participate in Meetings. Boards and Agencies may have their own Code of Conduct and/or Procedural Policy which the Member shall comply with.

A Council Member who is concerned with the Members attendance and/or behaviour, may confidentially report their concerns to Council in a Closed Session. The Member has the opportunity to provide a reasonable explanation for the absences and/or behaviour. Based on the information provided, Council may determine they do not have sufficient cause for the removal or they may choose to remove or recommend the removal of the Member depending on the Board or Agency's By-laws or Policies. Council shall pass a Resolution confirming their decision including the reason for their decision if applicable.

10.0 External Committees

External Committees shall be appointed by By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently the external Committees include the Committee of Adjustment/Planning Advisory Committee and the Joint Fire Committee for the Kaladar/Barrie Fire Department.

External Committees are governed by their own Procedural Policy.

11.0 Committees of Council

11.1 Strong Mayor Powers

Per Section 284.8 of the Municipal Act, "Subject to the regulations, if any, the following powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees are assigned to the head of council:

1. The power to establish or dissolve committees.
2. The power to appoint chairs and vice-chairs of committees.
3. The power to assign functions to committees. 2022, c. 18, Sched. 2, s. 1.

Per Section 284.13 (1) 4. the head may delegate their powers and duties under Section 284.8 (committees) to Council.

If the Mayor has not delegated their powers under Section 248.8 of the Municipal Act, where Council is referenced in the following Sections the Mayor shall be inserted, where applicable.

11.2 Establishment of Committees

Council shall review the Council Committees which were in place during the previous term within three months of the beginning of the new term of Council. Council shall by Resolution either appoint Members to the Committee or disband the Committee.

A Committee shall be established by a Resolution of Council for a special purpose or to provide advice to Council on a specific matter. The appointing Resolution shall include the Members being appointed, the appointment of the Chair and the mandate of the Committee.

A Committee shall be made of at least two but not more than three Members of Council.

If the Mayor is not appointed to the Committee, the Mayor as Ex-Officio shall be permitted to attend Committee Meetings but shall not be permitted to vote and shall not form part of the quorum except in the absence of an appointed Member.

The Clerk shall be the Secretary for Committee Meetings. Other staff including the CAO and Managers may be assigned to the Committee. Staff may be instructed by Council and/or the CAO to attend Meetings.

Committees of Council shall comply with all applicable Legislation, By-laws and Resolutions and are governed by this Policy.

11.3 Appointment of Chair and/or Vice Chair

The Chair and/or Vice-Chair of a Committee shall be appointed by Council in the Resolution establishing the Committee.

11.4 Functions

All Committees shall have a Terms of Reference prepared by the Committee and approved by Council.

The Committee will pass Motions at their Meeting which are recommendations to Council. These Motions will be included in the Committee's Minutes.

Council will consider the Committee Minutes and can amend any Committee Motions prior to adopting the Minutes. Once adopted by Council it is understood that Council is approving the Committee's Motions that will now become Resolutions of Council.

11.5 Responsibilities of Members and Conduct During Meetings

Section 4 applies to Committees.

11.6 Participation

A Committee Member may make a request to Council to be removed from a Committee. A Committee Member may confidentially report to Council any Committee Member who refuses or neglects to attend Meetings without just cause. Council may remove that Member from the Committee and appoint another Member in their place.

11.7 Dissolution of Committees

Council may disband a Committee at any time when determined the Committee's mandate has been met; or the Committee is no longer required.

12.0 Local Boards

Local Board Members shall be appointed by Council Resolution or By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently local boards include the Conservation Authorities and the Police Services Board. The Local Board shall act in accordance with the Local Board's mandate.

Per Section 284.7 of the Municipal Act, the power of the municipality to appoint chairs and vice-chairs of local boards is assigned to the head of council for any prescribed local board or local board within a prescribed class of local boards.

The Member appointed to the Local Board will keep Council apprised of action of the Local Board. The Member will report under Council Portfolios and the Minutes will be added to Communications package for Council's information.

13.0 Task Forces

13.1 General

A Task Force is established for a special purpose or to address a specific task. A Task Force shall be governed by this Section of the Procedural Policy and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Force and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings. The Task Force shall prepare an Annual Work Plan. The Work Plan shall set out initiatives the Task Force will be focusing on for the year. Once approved by the Task Force, the Work Plan shall be provided to Council for consideration. Council may approve or amend the Work Plan.

Within three months of the beginning of the term of Council, Council shall review each existing Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution choose to continue the Task Force or disband the Task Force.

In the case of a Task Force continuing from the previous term of Council, the voluntary sector Members from the previous term shall be invited to continue as Members and Council shall determine if an advertisement for new voluntary sector Members are required.

The Task Force shall comply with all applicable legislation, Municipal By-laws and Resolutions.

13.2 Composition

The Task Force shall be made of:

- a) At least one but not more than three Members of Council;
- b) The CAO and/or at least one Manager;
- c) Voluntary sector Members whose knowledge of the Task Force's mandate would be an asset;
- d) A Secretary.

13.3 Appointment of Members

Council by Resolution shall appoint the Council Member(s) who will be Members of the Task Force. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed.

The CAO shall assign Township staff who will perform administrative duties and provide advice to the Task Force.

Prior to the Inaugural Meeting of the Task Force, the CAO/Manager appointed to the Task Force shall advertise for voluntary sector Members in the local newspaper; on the Website; and on the Township's Social Media accounts.

The Chair will review the submissions received from the public in response to the advertisement for voluntary sector Member and based on interest, experience and knowledge shall recommend individuals to be appointed to Council. Council shall consider the Chair's recommendations and appoint the voluntary sector Members by Resolution in a Closed Session.

The CAO/Manager will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking them and advising them of their appointment or that they have not been selected.

13.4 Procedural Matters

Open to the Public

All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.

Notice

The CAO/Manager shall post the date and time of the Task Force Meetings on the Website and the Municipal Office's Electronic Sign at least 48 hours in advance of the meeting.

Electronic Participation

Members may participate in Meetings electronically.

Quorum

Although Task Force Membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one Member of Council and the CAO or a Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

Attendance

In order to ensure the efficient and effective operation of the Task Force it is important the Members who have volunteered to participate in the Task Force attend and participate in Meetings. A Council Member on the Task Force may confidentially report to Council any Task Force Member who refuses or neglects to attend Meetings without just cause. Council may remove that person from the Task Force and appoint another person in their place.

Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

13.5 Responsibilities of the Chair

The Chair is responsible for:

- a) Consulting with the CAO/Manager on items to be included in the Agenda;
- b) The preservation of good order and decorum throughout Task Force meetings so that business can be carried out efficiently and effectively;
- c) Providing leadership;
- d) Opening the Meeting by taking the Chair and calling the Members to order;
- e) Ensuring the decisions of the Task Force are in conformity with the laws and By-laws governing the activities of the Township;
- f) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and
- g) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that rules of etiquette are observed by those in attendance.

Absence of the Chair

In the absence of the Chair, the Secretary shall call the meeting to order. The Chair shall be chosen from the Council Members present and they shall preside over the meeting.

13.6 Voluntary Sector Member Conduct

The Voluntary Sector Members shall:

- a) Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith;
- b) Act with honesty, integrity and openness in advancing matters;

- c) Respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status;
- d) refrain from making statements known to be false or with the intent to mislead the Task Force, Council or the public;
- e) Not use their position on the Task Force to benefit materially from the process or the outcomes;
- f) Not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met; and
- g) Respect Council and the Task Force's decision-making process even if they disagree.

If a Voluntary Sector Member is in contravention of the above Section, a Member of the Task Force may contact the CAO who will arrange to confidentially report to Council any Task Force Member who is in contravention of the Procedural Policy. Council may direct the Chair to remove that person from the Task Force and appoint another person in their place.

13.7 Agenda

The CAO/Manager in consultation with the Chair, shall prepare an electronic Agenda and circulate to all Task Force Members at least five days prior to the Meeting.

Additions to the Agenda by Members, individuals or groups will not be accepted by the Manager or Chair after 4:00 p.m. 10 calendar days preceding the Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless the Task Force decides to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Meeting.

13.8 Recommendations to Council

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

Recommendations to Council shall be in the form of a Presentation, Administrative Report or written clear recommendations (i.e. identifying options) in the conclusion of the Task Force Notes of the meeting, with supporting documentation. These recommendations, shall be presented as Motions to Council for consideration. In the case of a Presentation or Administrative Report Sections 7.5 and 7.10 apply respectively.

13.9 Notes of the Task Force

Task Force Notes shall be drafted by the Secretary and provided to the Task Force Members for approval in principle. Once approved in principle by the Task Force, the

Notes will be provided to the Clerk for inclusion in the next Council Agenda for information purposes and consideration of the recommendations.

Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Website.

13.10 Sub-Committees

The Task Force may establish a Sub-Committee to deal with a specific task/matter that is specific to a Task Force. Members of the Sub-Committee shall:

- a) Be appointed by the Task Force; and
- b) Make recommendations to the Task Force.

Council or the Task Force may disband a Sub-Committee at any time when determined the Sub-Committee's mandate has been met; or the Sub-Committee is no longer required.

13.11 Expenses Incurred by Task Force and Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

The Task Force shall not expend any monies over \$500 annually without Council approval by Resolution.

13.12 Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

13.13 Resignation or Removal of Members

If a Voluntary Sector Member resigns or is removed from the Task Force, Council may appoint a Member from the previous recruitment. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Session. Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

13.14 Disbandment

The Task Force shall disband in accordance with the Terms of Reference, unless otherwise approved by Council. Council may also disband the Task Force if in the opinion of Council, the Task Force is no longer required. Council shall pass a Resolution to disband a Task Force.

14.0 Emergency Management Program Committee

14.1 General

Council adopted an Emergency Management Program which includes the establishment of the Emergency Management Program Committee (EMPC).

14.2 Composition

The composition of the EMPC shall be as set out in the Emergency Management Program.

14.3 Chair and Secretary

As set out in the Emergency Management Program, the Community Emergency Management Coordinator (CEMC) is appointed as Chair of the EMPC. In the absence of the CEMC, the Alternate CEMC shall assume the role of the Chair. The Clerk shall act as the Secretary of the EMPC.

14.4 Meetings of EMPC

The date of the next year's Meetings will be determined at the last meeting of the calendar year, except in the year of the Municipal Election. In the year of the Election, the dates shall be determined at the beginning of the new year.

14.5 Operating Principles

a) Agenda and Minutes

- i. The CEMC shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Committee Members 72 hours in advance of the meeting.
- ii. The Agenda shall contain the following:
 - Call to Order
 - Approval of the Agenda
 - Disclosures of Pecuniary Interest and General Nature Thereof
 - Delegations
 - Adoption of Notes
 - Business Arising Out of Notes
 - Communications
 - Administrative Reports
 - Adjournment

The Notes of the EMPC shall be confidential. If consideration of a matter is required by Council, the Chair (CEMC) shall provide an Administrative Report to Council, including recommendations.

b) Role of the Chair:

The Chair of the EMPC is responsible for:

- i. The preservation of good order and decorum throughout Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership;
- ii. Opening the Meeting by taking the Chair and calling the Members to order;

- iii. Ensure the decisions of the Committee are in conformity with all applicable Legislation and Municipal By-laws and Resolutions that govern the activities of the Township.
- iv. Provide an Administrative Report to Council following each Meeting, including recommendations.

c) Role of the Committee

- i. The Committee shall review the Emergency Management Program and shall advise Council on the development and implementation of the Township's Emergency Management Program. If amendments are recommended by the Committee these shall be provided to Council for consideration through an Administrative Report prepared by the CEMC.
- ii. The EMPC shall meet a minimum of three times annually to review the Program.
- iii. The EMPC shall comply with all applicable Legislation and Municipal By-laws and Resolutions.
- iv. Members may participate electronically.

d) Conduct of Committee Members

Members of the Committee, Delegates and Members of the public shall not:

- i. Use offensive words or language in or against the Council or the Committee or against any Member, staff and/or guest.
- ii. Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- iii. Interrupt a Member while speaking, except to raise a Point of Order; and
- iv. Speak on any subject other than the subject in the debate.

e) Quorum

In order to meet quorum, 50% of the Members must be in attendance. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Website.

f) Advisory Persons

The Committee may require Members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

15.0 Town Hall Information Sessions

The Mayor may hold an Information Session in any Ward in accordance with the provisions of this Section.

The purpose of an Information Session is to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda. The purpose of an Information Session is not to materially advance the decision-making of Council, but rather to allow Ward Councillors to become better informed of issues that are important to the public and to disseminate information of interest to the public. The Mayor shall advise Council, the Clerk, and the CAO of each information session at least 10 calendar dates in advance. The Clerk shall provide Notice.

The only Members of Council entitled to attend an Information Session are the Mayor and the two Ward Councillors representing the Ward where the Information Session is held. The Mayor shall be present and can hold the Meeting with or without the two Ward Councillors present. No staff are required to be in attendance.

In the event that the number of Councillors attending an Information Session constitutes a quorum of Council, the Mayor shall immediately adjourn the Information Session.

In no circumstance shall any vote be taken at an Information Session, nor shall any debate amongst Council Members occur related to the business of Council.

Prior to commencing any Information Session, the Mayor shall read out a statement to the public advising that the Information Session is not a Meeting of Council and that no new business of Council shall be discussed or debated, nor shall any vote be taken. The Mayor shall advise the public that the purpose of the Information Session is to provide an update to the public on decisions and actions that Council has previously taken and to listen to comments and/or concerns from Members of the public. It will be a decision of individual Councillors as to whether any issues raised at the Information Session are brought forward at a regular Council Meeting by way of a Councillor's Administrative Report.

16.0 Council Vacancies

16.1 Vacant Seat Declared

Once Council declares the seat vacant, Council shall within 60 days, appoint a person to fill the vacancy or pass a By-law requiring a bi-election to be held to fill the vacancy. (Subject to the Municipal Act).

16.2 Filling Vacant Position

The Clerk shall provide Council with a report on the process to fill the vacant position based on the policies noted below and in accordance with the Municipal Act.

The vacant position of Mayor shall be filled through a Bi-election.

In the case of a Councillor, if the office becomes vacant, the vacant office will be offered to the candidate from the vacant Ward with the next highest number of votes at the previous election, provided the candidate received at least fifteen percent (15%) of the votes at the previous election. If unable to fill the vacant office in this manner, the Clerk shall advertise the vacancy for public interest in filling the position, from the Ward in which the vacancy occurred.

16.3 Advertise Vacancy

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two consecutive weeks, as well as having the advertisement placed on the Website and social media accounts.

16.4 Submission of Applications and Declaration of Qualifications

All Applicants submitting an application/resume to the Clerk shall also submit a signed Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination.

16.5 Applicants' Resumes

The Clerk shall provide all resumes/applications received to Council in the Closed Council Agenda package. Applications/resumes shall remain confidential and once the final decision is made all confidential copies shall be deleted.

16.6 Applicant's Presentation

The Clerk shall invite all Applicants to a Council Meeting after the application/ resume response deadline. At the end of the Meeting each Applicant, in alphabetical order, will be given an opportunity for a five minute presentation to Council.

16.7 Nominations

Following the Applicant presentations, the Chair shall call on Council for nominations from the Applicants who presented to fill the vacancy.

16.8 Nomination Consideration and Vote by Council

All nomination Motions shall have a Mover and a Secunder to be placed on the table for consideration by Council. Each nomination Motion will be subject to a vote by Council. All Nominations approved by a majority of Council will be included in the vote.

16.9 No Nominations

The Chair shall call three times in a row for additional nominations and if they receive none, the Chair will close the nomination process.

16.10 Tally of Votes

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated. Each Member of Council may only vote for one Nominee. The votes will be tallied by the Clerk.

16.11 Majority Vote

The nominees that receive the majority support of Council will continue in the process. If only one nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

16.12 Multiple Majority Vote

In the event that two or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

16.13 Tie Vote

If a tie continues with two or more nominees, the names will be placed in a 'hat' and the CAO will draw one name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

16.14 No Majority Vote

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one name from that hat and the name so drawn will be appointed to fill the vacancy.

16.15 Motion to Appoint Member

Council will immediately thereafter, consider a Motion to appoint the successful nominee to the vacant Member of Council position.

16.16 Swearing In of New Member of Council

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

17.0 Policy Review

It is recommended Council review the Procedural Policy for Members of Council/Committees during each term of Council or as deemed necessary. No amendment or repeal of this Policy or any part thereof shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal is given at a previous Meeting and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.

The Corporation of the Township of North Frontenac
By-law # 2026-24

Being a By-law to Amend By-law #2024-10 to Delegate Planning Approval to the Clerk for the Township of North Frontenac

Whereas the Council of Corporation of the Township of North Frontenac deems it expedient to amend By-law #2024-10, the Delegation of Approval for Planning Applications for the Township of North Frontenac;

Now Therefore Be It Resolved That Council enacts as follows:

1. **That** By-law #2024-10 Section 4.1 Consent Applications be amended as follows:

4.1.h) Issue a Certificate of Cancellation: the Certificate provides that subsection 50(12) of the Planning Act, R.S.O. 1990, c.P, 13 as amended does not apply to the subject land.
2. **That** all Resolutions, By-laws or parts of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed;
3. **That** this By-law shall come into force and take effect on the date of its final passing.

Read a first and second time this 10th day of April 2026.

Read a third time and finally passed this 10th day of April 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law #2026-25

Being a By-law to Repeal By-law #2025-04 and to Establish a Policy for the Sale and Disposition of Land by the Corporation of the Township of North Frontenac

Whereas Section 270(1) of the *Municipal Act, 2001* as amended requires the Council of a Township to adopt and maintain a policy governing the sale and disposition of land.

And Whereas the Council of the Corporation of the Township of North Frontenac deems it expedient to enact a by-law to amend the Policy for Sale and Disposition of Land;

Now Therefore the Council of The Corporation of the Township of North Frontenac does hereby adopt the “Policy for Sale and Disposition of Land” attached hereto as Schedule “A”;

And That By-law #2025-04 is hereby repealed in its entirety;

And That all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed.

And That this By-Law shall come into force and take effect on the date of its passing.

Read a first and second time **April 10, 2026**

Read a third time and finally passed this **April 10, 2026**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule 'A'
to By-law # 2026-25

Policy for Sale and Disposition of Land

1. Definitions

In this Policy:

Appraisal means a written opinion as the amount the land might be expected to realize if sold in the open market by a willing seller to a willing buyer.

Clerk means the Clerk of the Corporation of the Township of North Frontenac.

Council means the Council of the Corporation of the Township of North Frontenac.

Crown Land means any unpatented land owned and managed by the Province of Ontario.

Road Allowance means allowances originally laid out for roads by a Crown surveyor, including both Road Allowances shown on an original township survey and Road Allowances shown along the water in a plan of subdivision. Road Allowances are generally 66 feet in width.

Township means the Corporation of the Township of North Frontenac.

2. Purpose

This Policy shall apply to the following:

- a) Sale and disposition of land by the Corporation of the Township of North Frontenac. For the purposes of this policy, "sale" shall include a lease of twenty-one (21) years or longer.
- b) The closure and sale of Road Allowances by the Corporation of the Township of North Frontenac.

This policy does not apply to the sale of land under Part XI of the Municipal Act – Sale of Land for Tax Arrears.

3. Policy Statement

The Township will dispose of surplus lands in an open and transparent process to ensure consideration for disposal is fair, reasonable and in the best interest of the Township.

4. General Provisions

- a) The sale of land to the following public bodies is exempt from the process:
 - i. A municipality;
 - ii. A local board, including a school board and a conservation authority;
 - iii. The Crown in Right of Ontario or Canada and their agencies - Council shall determine the disposition process for lands being transferred to these bodies, based on specific circumstances in each case (the lands being conveyed, use of the lands being conveyed, etc.).
- b) The Township shall maintain a public register listing and describing the land owned by or leased by the Township.
- c) The role of the Township Solicitor is to act on behalf of the Township.
- d) Prior to the disposal of land by the Township, Council shall, by Resolution, declare the property to be surplus to the needs of the Township.

5. Process for Sale of Surplus Township Property excluding Road Allowances

- a) Lands to be sold on the open market shall be listed with a real estate brokerage on a multiple listing service basis.
- b) Otherwise, the following process shall be followed:

Appraisal

The Clerk shall obtain at least one (1) appraisal of the fair market value of the land. The form of the appraisal shall be on Opinion of Value from a licensed realtor or professional appraiser to determine the value of the land.

The sale of the following classes of lands are exempt from an appraisal:

- Land 0.3 meters or less in width acquired in connection with an approval or decision made under the *Planning Act*.
- Highways, roads and Road Allowances if sold to an owner of land abutting the highway, road and Road Allowances.
- Land formerly used for railway lines if sold to an owner of land abutting the former railway land.
- Land purchase by owner in accordance with Section 42 of the *Expropriations Act*.
- Land sold under Sections 107, 108 and 110 of the Municipal Act.

Public Notice

The Clerk shall provide Notice to the Public of the proposed sale of land by:

- a) Inserting the Notice once in the local newspaper; and posting the Notice on the Township's website
- or:**
- b) Posting the Notice on the property for ten (10) days prior to Council's decision to dispose of Township land; and Providing Notice by personal service or prepaid first class mail to every owner of land within sixty (60) meters of the boundary of the lands proposed to be sold. The owner of land

shall be deemed to be the person(s) shown on the last revised assessment roll of the Township.

6. Process for Closing and Sale of Township Road Allowances – Shore Road, Concession, Lot, Reserved or Forced Road

a) General Provisions:

- i. Council is under no obligation to sell a Road Allowance.
- ii. The Township will only convey to the adjacent landowner the portion of the Road Allowance above the controlled or normal high water mark.
- iii. The Application will not be approved if the closure and sale results in conflicts with the Township of North Frontenac's Zoning By-law or other applicable Township By-laws.
- iv. In the case of Shore Road Allowances, the portion of land between the Road Allowance and the property owner's lot that is owned by the Crown, if any, must be purchased through the Ministry of Natural Resources and Forestry prior to proceeding with the Township Road Allowance purchase.
- v. Although an Ontario Land Surveyor and Solicitor are not required at the beginning of the process, it is recommended the Applicant contact these professionals to discuss the services required and timelines.
- vi. The Applicant is responsible for preparing and submitting a complete Application; reference plan (survey); paying all fees associated with the Application process, including but not limited to, the Administrative Fee, Applicant(s) legal fees, and the land cost for the purchase of the property even if the process is not completed.
- vii. Applications may not be approved if:
 - It is determined the closure and sale will result in a negative impact on neighbouring owner's land.
 - The closure and sale, in the opinion of Council, would impact public waterfront recreational activities, public access, emergency access, public travel, or other Township purposes, unless at the discretion of Council, alternative public access is provided by the Applicant or is available nearby on the same body of water.
 - The Road Allowance is within thirty (30) meters of a dam.
 - The Applicant does not own the property directly abutting the Road Allowance.
 - The Road Allowance must be able to merge with the Applicants property. Therefore, Council may not consider the closure and sale if the Road Allowance is not physically connected to the Applicant's property.
- viii. Applications which have been Approved in Principle will be closed if inactive for a period of two (2) years from the date of the passing of Council's Resolution. In extenuating circumstances beyond the control of the Applicant, the two (2) years may be extended at the discretion of the Clerk.

- ix. In the case of where Approval in Principle has been given, Applicants wishing to pursue their Application after the original Application is deemed closed will be required to submit a new Application and begin the process again, including providing the Administrative Fee.
- x. Applications where the By-law has been passed will be closed if inactive for a period of two (2) years from the date of passing of the By-law. In extenuating circumstances beyond the control of the Applicant, the two (2) years may be extended at the discretion of the Clerk.
- xi. In the case where the By-law has been passed, the property owner will need to submit the re-activation fee as set out in the Township's Fees and Charges By-law.

b) Application:

- i. The property owner(s) shall complete the appropriate Application depending on the type of road being requested to be closed and purchased; and submit the Application to the Clerk's Department. The Application shall include an Agreement that the property owner shall have their Solicitor register an application to consolidate Property Identification Numbers within 90 days of the Transfer being registered. The Clerk has authority to sign the Agreement on behalf of the Township.
- ii. The property owner(s) shall provide a letter from their lawyer advising when and how the applicant's property was originally created. This information will determine if additional processes will be required to consolidate the property owner(s) property with the road allowance.
- iii. The Application must be signed by all owners listed on the deed/transfer.
- iv. The Administrative Fee must be submitted with the Application in accordance with the Township's Fees and Charges By-law.
- v. The Administrative Fee for a Road Closing Application is non-refundable.

c) Site Inspections:

- i. The proposed Road Closing will be inspected by the Municipal Road Inspector and, if required, the Public Works Manager with a report provided to the Clerk.
- ii. Due to inclement weather and snow cover, Applications for Road Closures received between November 15th and April 30th may be deferred until the site inspection can be completed.
- iii. Site inspections shall be made by the Municipal Inspector within four (4) weeks of being circulated.
- iv. In cases where the Municipal Road Inspector cannot inspect the property, the inspection may be completed by a designate.

Additional Provisions for Concession/Lot/Reserve/Forced Road Application

In the case of a Concession/Lot/Reserve/Forced Road Application, prior to Approval in Principle being considered, notice will be provided by prepaid first class mail to every owner of land within sixty (60) metres of the boundary of the lands proposed to be sold prior to the Application being considered by Council. The Township will provide signs to the Applicant(s), to be posted clearly identifying the subject Road Allowance for a period of fourteen (14) days minimum. The posting of the signs at the subject property will be the responsibility of the Applicant(s) and notice must remain for the required period of time. Applicants are required to provide an affidavit and submit photos of the posted notice to the Township office. Although written approval is not required, all comments or objections to the proposed closure will be provided to Council to be taken into consideration.

d) Approval in Principle:

- i. A report, including the details of the proposal and the Municipal Road Inspection Report, will be provided to Council for consideration in an Agenda which is posted on the Township's website.
- ii. In the case of a Concession/Lot/Reserve/Forced Road Allowance any comments received by the public will be provided to Council for their consideration.
- iii. If in the opinion of Council, a decision to close a Concession/Lot/Reserve/Forced Road Allowance that could potentially impede access to future development of a property; deny public access to a water body; or interfere with public access to other parcels of land; impede emergency access or interfere with other Township purposes will only be considered under extenuating circumstances (i.e. applicant has a building on the road allowance). Please note Council is under no obligation to sell the Concession/Lot/Reserve/Forced Road Allowance.
- iv. Council may provide Approval in Principle or deny the Application.
- v. If the Application is Approved in Principle, unforeseen circumstances may delay or end the Application process.

Concession/Lot/Reserve/Forced Road Application

- i. If the Application pertains to a Concession/Lot/Reserve/Forced Road Application that does not lead to water and is approved in principle, half thirty-three (33 feet) of that portion of the Road Allowance will be offered to the owners of property abutting the opposite side of the subject Road Allowance. If the abutting neighbour decides to purchase the Road Allowance, they must submit an Application and the two (2) Applications will proceed concurrently. If the abutting neighbour decides not to purchase the Road Allowance, the initial Application will proceed for the full width.

e) Registered Reference Plan by Ontario Land Surveyor (Survey):

- i. The Applicant shall arrange to have the subject Road Allowance surveyed by an Ontario Land Surveyor.
- ii. It is the responsibility of the Applicant to advise the Ontario Land Surveyor if the area (square metres/feet) of the Road Allowance is not included on the registered plan a separate report advising of the area is to be provided at the time the registered plan is provided. Failing to do so will delay the circulation process.
- iii. The Registered Reference Plan shall be provided to the Township electronically. Paper copies will no longer be accepted. Applicants can obtain an electronic version of their Reference Plan by visiting the Registry Portal at www.onland.ca.
- iv. Applicants are to inquire with the Ontario Land Surveyor if any Bell Canada and/or Hydro One facilities are located on the Shore Road Allowance. If so, the Applicant shall request the Ontario Land Surveyor create a separate Part on the reference plan for potential easements.
- v. If closure of the Road Allowance results in a property owner not being able to access their property, the Applicant shall request the Ontario Land Surveyor indicates the area on the Registered Survey for potential easement. The Township solicitor will create and register the easement, with the cost to be paid by the Applicant.
- vi. The Shore Road sidelines are normally determined by extending the property line straight to the water. In cases where this will affect neighbouring property owner's access to the water or shoreline or use of their land, the lot lines may be adjusted to a mutually agreeable location. In circumstances where abutting neighbours cannot agree on a mutual side line, Council may determine the location of the disputed line or deny the Application.

f) Public Notice:

Shore Road Allowance

- i. Notice will be provided by prepaid first class mail to the abutting owners of the Applicants land, informing them of the Application and notifying them that they have thirty (30) days in which to submit any objection in writing to the Township.
- ii. The Notice will be posted on the Township's Website.
- iii. The Township will provide signs to the Applicant(s), to be posted clearly identifying the subject Road Allowance on the waterfront and at the entrance to the property for a period of ten (10) days minimum. The posting of the signs at the subject property will be the responsibility of the Applicant(s) and notice must remain until the By-law is passed and the Application deemed complete.

- iv. Applicants are required to provide an affidavit and submit photos of the posted notice to the Township office.
- v. The Notice will also be provided to Hydro One, Bell Canada and Public Works Canada and if the subject Road Allowance intersects a Provincial Highway, the Ministry of Transportation. These Agencies are provided the opportunity to object to the Road Closing or to request an easement to allow them access to maintain their structures or equipment.

Concession/Lot/Reserve/Forced Road Allowance

- i. The Notice will be placed in the Frontenac News at least ten (10) days prior to the By-law being passed; and posted on the Township's Website.
- ii. The Notice will also be provided to Hydro One, Bell Canada and Public Works Canada and if the subject Road Allowance intersects a Provincial Highway, the Ministry of Transportation. These agencies are provided the opportunity to object to the road closing or to request an easement to allow them access to maintain their structures or equipment.

g) Determination of Land Costs:

The area used to calculate the Land Costs will be taken from the Registered Reference Plan or as provided by the Ontario Land Surveyor. The cost per square foot to purchase the Shore Road Allowance will be set out in the Township's Fees and Charges By-law.

Note: The Township uses a conversion of 1 square metre equals 10.76 square feet.

Land Costs can be paid by money order; cheque made payable to the Township of North Frontenac; or by e-transfer. Cash payment or debit transactions are accepted at the Township office.

h) Process to Ensure Consolidation of Applicant's Property and Road Allowance

- i. If the Applicant's property was created by severance after March 31, 1979, the Applicant's solicitor shall provide the Clerk with the required information and the cancellation certificate for the Clerk to be able to evaluate the proposal. It is the Applicant's responsibility to ensure they understand any implications of the Cancellation Certificate being registered.
- ii. If the Applicant's property was created by Plan of Subdivision, the Applicant's solicitor shall provide a letter to the Clerk requesting a Deeming By-law, including the required information to support the proposal, to be considered by Council to deem the Applicant's property to no longer be part of the registered plan of subdivision. The letter shall provide all information required to draft the By-law. It is the Applicant's responsibility to ensure they understand any implications of the Deeming By-law being registered.
- iii. An application to consolidate Property Identification Numbers shall be registered within 90 days of the Transfer being registered.

i) Council Approval and Adoption of By-law:

- i. Council will consider all public comments received.
- ii. Prior to the disposal of land by the Township, Council shall, by resolution, declare the property to be surplus to the needs of the Township.
- iii. A By-law will be provided to Council for consideration at a regularly scheduled Council Meeting.
- iv. If a Deeming By-law is required under Section h) ii., the Deeming By-law will be provided to Council at the time the road closing by-law is being considered.
- v. If the By-law is passed by Council, it will be provided to the Township Solicitor to obtain a Property Identification Number and to be registered. The Township Solicitor's legal costs are covered by the Administrative Fee provided by the Applicant.

j) Deed and Consolidating Documents:

- i. The Applicant's Solicitor will be responsible for preparing and registering the Cancellation Certificate or registering the Deeming By-law, if applicable. The registered Cancellation Certificate or Deeming By-law shall be provided to the Clerk prior to the Transfer being signed by the Township.
- ii. The registered By-law and Property Identification Number will be provided to the Applicant's Solicitor.
- iii. The Applicant's Solicitor will be responsible for preparing the Transfer and registering the Transfer.
- iv. The Applicant's Solicitor will be responsible for preparing and registering an Application to Consolidate Parcels to consolidate the Applicant's property with the road allowance.
- v. All costs for this legal work are the responsibility of the Applicant.
- vi. A copy of the Registered Deed and Application to Consolidate Parcels shall be provided to the Township.

The Corporation of the Township of North Frontenac

By-law # 2026-26

Being a By-law to Authorize the Mayor and the Clerk to Sign an Agreement with Eastern Ontario Trails Alliance (EOTA) to Honour the EOTA Trail Pass for use of Crown Roads included in the Township Land Use Permit for the 2026 Season

Now Therefore the Council of the Corporation of the Township of North Frontenac enacts that the Mayor and the Clerk are authorized to sign the Agreement with EOTA to honour the EOTA Trail Pass for use of Crown Roads included in the Townships Land Use Permit for the 2026 season and that said Agreement shall be attached heretofore as Schedule A;

And That all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

And That this By-law shall come into force and take effect on the date of final passing.

Read a first and second time **April 10, 2026.**

Read a third time and finally passed this **April 10, 2026.**

Gerry Lichty, Mayor

Tara Mieske, Clerk

The Corporation of the Township of North Frontenac

By-law #2026-28

Confirming By-law

Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Regular Council Meeting held April 10, 2026

Whereas Section 9 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2, subject to certain provisions;

And Whereas Section 5(3) of the *Municipal Act S.O. 2001, c.25* – A Municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the April 10, 2026, Regular Council Meeting, be confirmed and adopted by by-law;

Now Therefore the Council of The Corporation of the Township of North Frontenac hereby enacts as follows:

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Regular Council Meeting held April 10, 2026, be confirmed as actions for which The Corporation of the Township of North Frontenac has the capacity, rights, powers and privileges of a natural person;
2. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac at its Regular Council Meeting held April 10, 2026, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

Read a first and second time this 10th day of April 2026.

Read a third time and finally passed this 10th day of April 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk